

Minutes of the Inlet Library Board Meeting
Thursday June 15, 2023

Present: Mary Jane Lasher, Katie Chambers, Jean Bird, Ellie Andrews, Kim Egenhofer, Sue Beck, JoAnn Meneilly, Jeanne Wilson, Becky Hasemeier, Jennifer Blakeman, Library Director Joanne Kelly

Excused: Reggie Chambers

Meeting called to order at 2:30 PM

Minutes

Motion by Becky Hasemeier and seconded by Ellie Andrews to accept the minutes of the May 18, 2023 meeting. Carried

Treasurer's Report

Katie Chambers reported to the board checks written and receipts received with final figures below.

| | |
|--|-------------------|
| Checking account balance. \$ 27,555.52 | CD \$10,010.22 |
| | Total \$52,964.04 |

Savings account balance \$15,398.30 (Copy Attached)

Motion by Jean Bird seconded by Jeanne Wilson to accept the Treasurer's report for May 2023 Carried

OLD BUSINESS

Liability Insurance update

Katie Chambers reported nothing new to report at this time.

Flooring and Shelving update

Katie reviewed line by line the breakdown of Income and Expenditures for the New Flooring Project now completed. The Scott Stuart Trust income totaled \$15,000 with expenditures totaling \$18,643.67. Over Budget amount of \$3,643.67. (Copy Attached) The Library Board stated how appreciative they were for the Donation from the Scott Stuart Trust and plan to personally invite Penny and Pam Stuart to view the flooring.

The board thanked Becky for designing the Library Bulletin Board with pictures of construction of the new shelving and names of all who volunteered.

Joanne handed out a copy of the picture and write up to go in the local paper inviting all to come see the new flooring. (Copy attached)

Open House/Ice Cream Social

Mary Jane asked for a chairperson for the upcoming social and open house. Discussion followed with Jeanne offering to be cochair if Kim would be chairperson again. Kim accepted with Jeanne Cochair and committee of JoAnn and Jennifer. Board discussed with the social being same day as Arts in the Park there may be more traffic. The committee will consider more ice cream and topping to have on hand. It was suggested we offer for a donation our drinking glasses we have on hand at the open house. The sandwich sign we have for the social was discussed with Motion by Katie Chambers and seconded by Jennifer Blakeman to have Library Director Joanne Kelly check on and order a new appropriate sign with a budget of \$500.00. Carried

Phone & Fax System

Joanne reported Matt will come an evening and install a cover he has for the open wires.

New Business

Spring Cleanup

Mary Jane said how nice the courtyard garden was looking and thanked Jeanne for cleaning and weeding it. Jeanne asked about planting real flowers in the planters near the library entrance. Jennifer offered the possibility of free flowers to place there. It was agreed board members will keep the planters watered and looked after. Kim said she will be getting the hose out and set up the timer for watering.

Mary Jane reported that Reggie offered to take care of washing the Library windows. Discussion on Cleaning and Sealing the courtyard patio was tabled due to checking on what product should be used.

Meeting Room Policy

Mary Jane reported on an email from Sara from SALS suggesting the board set a meeting room policy with suggestions to define date and time and open to educational and charitable organizations, etc in the policy.

Board discussion followed with remarks that we don't even have a room we could consider a meeting room for someone to use, the town building has sufficient rooms without additional needs, and we don't have the resources for someone to monitor the use of the library for another group organization. Final decision by the board was that we have no need for a meeting room policy. When the library is used for a function it is a library sponsored event.

Storage Room

Mary Jane reported Jennifer offered to organize the library storage room but wanted to know what is good to save and not. Decision made for Becky and Jennifer to check with Joanne and then organize the storage room.

Locating appropriate Grants

Jennifer inquired on how the library knows when grant's are available. Katie said they are listed in the SALS monthly newsletter. Katie will pass the newsletter onto board members and Joanne will also forward grant info by email to Jennifer.

Training

Jeanne passed out an updated board training report showing the training sessions that each board member have taken. She reminded board members that a minimum of two hours training sessions are to be completed this year for certification. A folder is located behind the counter at the library for a member to fill out if they have completed a training session or they can email Jeanne with the topic taken and how many hours the session was.

There is an upcoming Budget and Finance session Tuesday June 20 from 5:00-6:30

Mary Jane reported emailing board members of an upcoming session. Katie reported as part of minimum standards, training sessions are required for staff, including part time staff

Kim reported on taking a 1 hour zoom meeting from Niche Academy that was very informative on how to handle those that question books the library have. Kim will pass info on to Jeanne and hope to set the webinar up for the board members.

Director's Report

Joanne gave each member a copy of her report. (Copy Attached) Joanne thanked Mary Jane for working in used book room, Jeanne for work in the garden and JoAnn for the pine boughs. Joanne had the board review her article for the newspaper on the library flooring. Library outside door handles will be replaced by the Parks Dept. Joanne will be working on the summer program and asked the assistants starting July 1st to split their hours between them. Joanne asked if anyone could help putting pads on the computer chairs and tables.

Respectfully submitted,

JoAnn Meneilly Secretary

Meeting Adjourned 3:57 PM with Motion by Kim Egenhofer and Seconded by Sue Beck.
Carried. Next Meeting Thursday July13, 2023 at 2:00 PM at Inlet Town Hall