

Minutes of the Inlet Library Board Meeting
Thursday, March 16, 2023

Members Present: Ellie Andrews, Sue Beck, Jean Bird, Katie Chambers, Kim Egenhofer, Becky Hasemeier, Mary Jane Lasher and Library Director Joanne Kelly

Members Excused: Reggie Chambers, JoAnn Meneilly and Jeanne Wilson

The meeting was called to order at 2:03 pm

February Minutes: The minutes, previously distributed were approved on a motion by Becky, seconded by Sue.

Treasurer's Report: Katie reviewed the February report previously distributed, (copy attached).

The payment to the Town of Inlet was for 2 months: the payment to SALS (line 3284) was the annual fee for Overdrive; the payment to WAVE-the Ice Farm was for the Ice Sculpture. The ending balance in the checking account was \$3,340.01; in the savings account \$15,397.43; in the certificate of deposit \$10,010.22 for a total for all funds of \$68,747.66. The treasurer's report was approved on a motion by Jean seconded by Ellie.

OLD BUSINESS:

1. New Board Member: Jennifer Blakemen is interested in joining the board. Mary Jane sent an e-mail to John Frey requesting Town approval to appoint Jennifer to the board as a Trustee. John responded that he would put it on the Town Council's agenda for approval.
2. Annual Report for 2022

As it is the board's fiduciary responsibility to understand fully the library's financial status Katie reviewed the annual report submitted to SALS and distributed 3 charts (copies attached) which she reviewed line by line. Chart 1, Inlet Library 2022 YTD Balance sheet; chart 2, Inlet Public Library Operating Fund, 2022 receipts and chart 3, Inlet Public Library 2022 disbursements, color coded to match the SALS report. Joanne reported that SALS has accepted our annual report with a few minor corrections/explanations which she has made.
3. Liability Insurance Update: Katie briefly reviewed the webinar she attended in December (copy of her review attached to the December 2022 minutes). With hacking into computers on an increase nationwide and the fact that small portals (such as ours) can be an entry point to larger entities Katy believes we do need cyber liability insurance. Chubb will not cover us because we don't have multi-factor-authentication (MFA). SALS has it for e-mails but not for Polaris which contains patron confidential information. SALS is negotiating ~~with Chubb~~ to cover all libraries with individual policies. The cost may be around \$2,000 per year. Katie is hoping for an answer in the next couple of weeks.
4. Flooring update: Kim reviewed the flooring project. Kim reported a contract with Warrensburg Laundry has been signed and delivery of mats will begin on Monday, May 1st. Mats will be changed monthly in the summer months and bi-weekly in the winter months. Mobile Mini will deliver 2 pods, 1 with shelves and 1 without on Thursday ~~March 20th~~, time to be determined. Kim and JoAnn will supervise the install. EJA movers will arrive at 9 am on Friday ~~March 21~~ to begin moving books. Kim, JoAnn and Joanne will assist. ~~Meelan~~ will begin removing the carpeting and installing the flooring on Monday, ~~March 24~~. They will move shelving and furniture as needed. The deposit for the flooring has been made. Kim will finalize their arrival time. Discussion centered on the replacement shelving. Concern was expressed regarding assembling them. Joanne, Keith Kelley, and Jim Keough will assemble one unit to determine if this can be done easily. If they determine it is not practical Joanne will look into purchasing shelving from DEMCO or other library suppliers recognizing that these may need to be assembled but would come with directions.
5. Fire & Lights: Joanne reported that 110 people used the library and was grateful for JoAnn's assistance. Kids obtained their kites; some took them home to decorate and others decorated them in the library. Donations amounting to \$172 were received for used books. Many positive comments were received about the Ice Sculpture.
6. Potential Construction Projects 1/2023-12/2027: Mary Jane reviewed the e-mail from Sara Dallas as well as 4 potential projects listed in the December minutes; (in brief: outside entrance, outside windowsills, cabinet around the wi-fi and internet connections, mural advertising the library on outside back wall). Additional discussion centered on repairing the interior walls to eliminate the nail holes. It was pointed out that none of these projects would meet library construction grant requirements but would be considered maintenance. Katie suggested installing an elevator to the second-floor space.

This had been discussed many years ago but maybe should be revisited when looking 5 years ahead. No decisions were reached as the consensus was to get the flooring and shelving project completed and then revisit the topic.

DIRECTOR'S REPORT:

Joanne distributed and reviewed her report (copy attached)

1. Once the flooring and shelves are completed Joanne will reclassify the merged mystery books which will remain easily identifiable with green labels.
2. While Joanne is away (April 11-18) the library will be open. Holly can work but her injured shoulder is still healing, and she is unable to do any lifting or shelving of books. Sue, Becky, and Mary Jane will stop in to assist Holly; Mary Jane on Wed and Sat, Sue on Friday and Becky on Monday.
3. No decision was reached on changing the charges for sending a Fax.
4. Approval was given for Joanne to purchase pizza for those volunteers assembling the shelves.

NEW BUSINESS:

1. Trustee Training Opportunity: Jeanne reports that she has left a folder with Joanne for members to drop off or pick up certificates of completed continuing education. Jeanne is working with Joanne to offer group training at the library on Tuesday, April 18th from 5-6:30 pm through the Trustee Handbook Training Program entitled "The Board-Director Relationship". Jeanne will send an e-mail prior to the training to determine who is planning on attending.

Meeting adjourned at 4:05 on a motion by Ellie, seconded by Sue.

NEXT MEETING: Thursday, April 20, 2023, at 2 or 2:30—time to be determined