

Minutes of the Inlet Library Board Meeting
Thursday October 27, 2022

Present: Mary Jane Lasher, Jean Bird, Barbara Thibado, Ellie Andrews, Kim Egenhofer, Sue Beck, JoAnn Meneilly, Kim Egenhofer, Jeanne Wilson, Katie Chambers, Library Director Joanne Kelly
Excused: Reggie Chambers, Becky Hasemeier
Meeting called to order at 2:03 PM

Minutes

Motion by Kim Egenhofer and seconded by Jeanne Wilson to accept the minutes of the September 15, 2022 meeting. Carried

Treasure's Report

Katie Chambers reviewed the monthly disbursements and receipts. The library was charged one half the cost of supplies for the ice cream social. Adirondack Landscapes was paid for the windows that will be installed in the stairwell.

Checking account balance \$41,985.82
Savings account balance. \$15,396.15 Total \$57,381.97

Motion by Jean Bird seconded by Sue Beck and Carried to accept the September 2022 Treasure's Report. (Copy attached)

Katie suggested with the Federal Reserve increasing the lending rate she checked with Community Bank. A 13 month CD for \$10,000 or more gains 1% interest
After discussion in regard to upcoming library expenses and the 2023 Budget, Motion was made by Jean Bird to take \$10,000 out of the Inlet Library checking account and open a 13 month CD at Community Bank with a 1% interest rate seconded by Barbara Thibado. Carried

Mary Jane reported all old and new files are now in one place in the new file cabinet in the Library. Great job accomplished.

Mary Jane met for one and half hours with Sara Dallas on October 13, 2022 due to Sara coming on the wrong library board meeting day that was scheduled. She reported reviewing the Open Meeting Law webinar and agreed the system is complicated.

Trustee training was discussed in length with Sara emphasizing the importance for trustees to take two hours of training each year beginning in 2023 and complete an Assurance Form and turn it in at the end of the year for the Annual Report. Sara provided a link making it easier to view the webinars. (Mary Jane will email that link to board members).

Mary Jane asked if Sara would notify all trustees of upcoming webinars not just the President. Sara said she did that once but received numerous complaints from trustees. Therefore notification will be sent to the Presidents which will then be forwarded.

Sara said there is an increase in book challenges and is pleased we have a Collection Management Policy and Request for Reconsideration Form. She suggested that each trustee be prepared, if caught off guard in public to refer individuals to the library where they can review our Collection Management Policy.

Sara thanked the board for our support for the Meraki Router

Mary Jane asked Sara if their meeting would count as a training session for us with her stating yes.

Jeanne Wilson will collect and record the data from trustees when they have taken a webinar. Discussion by the board held in regard to those without computer access being able to take a webinar. Suggested that the webinars be set up at the library for those who wish to attend one.

OLD BUSINESS

Fall Festival

Mary Jane thanked those who worked the festival. Saturday sales were \$146 and Sunday sales \$69.

Cyber Liability Insurance

Katie reported speaking with our Insurance agent in regard to cyber insurance. SALS tried bringing all libraries under them with coverage but unable to.

Katie read the coverage with a formal quote of \$920 a year and with an informal quote for \$5000 a year, with negotiation may be reduced slightly. Discussion by board continued with Motion by Jeanne Wilson to obtain the Cyber Liability Insurance Policy with a one million dollar single limit and aggregate limit with \$2,500 reserve and sub limits as noted in the policy with Chubb Insurance not to exceed \$920 a year seconded by Jean Bird. Carried

Windows for the stairway

Mary Jane spoke with Mike Bartolotti and he said The windows for the stairway should be delivered in the next two weeks.

Budget Committee Report

Budget Committee Katie, Jean, Jeanne, and Joanne presented the tentative 2023 Budget . Katie went through the budget line by line explaining actual amounts spent to date, still to be spent and proposed for 2023. Discussion followed with few changes made to the draft. Katie checked our Master Plan and reviewing our values the board felt we are meeting them. Motion by Katie Chambers to approve as presented and adopt the 2023 Inlet Public Library Budget in the amount of \$72,671.00, seconded by Kim Egenhofer Carried. (Copy attached)

New Flooring Report

Kim handed out a spreadsheet explaining and showing bids and product information obtained by the flooring committee. The committee's recommendation was to accept Meelan's bid. Discussion by board followed with recommendations to look into a moving company or some other option to move the books. Mary Jane said Lake Pleasant Library has put vinyl flooring down and possibly check with them on how they did the books and flooring product. Committee will check with Lake Pleasant Librarian. Flooring to be done if possible in April 2023.

Motion by Ellie Andrews to accept the bid from Meelan Carpeting in the amount of \$11,875.00 for 30ml wear layer Sandalwood luxury vinyl plank flooring seconded by Barbara Thibado. Carried

NEW BUSINESS:

Garden Clean-up

Mary Jane asked the board for garden close down. Jeanne, Kim and Joanne will clean up the garden and winterize the water hose.

Boiler problem

Mary Jane reported for the board's information that three weeks ago Joanne had no heat in the Library. Mike Bartolotti checked and a part had to be ordered for the boiler. The part is under warranty, however we would need to cover the labor to put it in.

Christmas on Main Street

Mary Jane wanted to remind board members would be needed Friday, Saturday, and Sunday November 25-27 for book sales.

Host an IBA meeting

Mary Jane reported the IBA would like us to host another meeting. Board discussions decision was to host October 3, 2023 Our new floor will then be in.

DIRECTOR'S REPORT

Joanne handed out and reviewed her October report with the board. She said the authors may not return next year for ADK kids day. She thanked Barbara Thibado for the Fall decorations and plans on having more books available for sale at Christmas on Main Street.

She also thanked Holly and Debbie for filling in for her while she was able to have her first real vacation.

Joanne reported on monthly Library usage and overdrive.
(Directors Report attached)

Meeting Adjourned 4:20 PM with Motion by Ellie Andrews and Seconded by Sue Beck.
Carried

Respectfully submitted,
JoAnn Meneilly Secretary

Next meeting : Thursday November 17, 2022
Annual Meeting 2:00 PM Followed by
Monthly Board Meeting