

Minutes of the Inlet Public Library Board Meeting

Thursday, June 20, 2024

Members present: Ellie Andrews, Jean Bird, Jennifer Blakeman, Katie Chambers, Kim Egenhofer, Becky Hasemeier, Mary Jane Lasher, JoAnn Meneilly, Jeanne Wilson, Library Director Joanne Kelly, and SALS Director Sara Dallas.

Members excused: Sue Beck, Reggie Chambers.

1. The meeting was called to order at 1:59 pm
2. Adoption of Agenda: The agenda was approved as presented on a motion by Mary Jane, seconded by Katie.
3. Presentation by Sara Dallas, Southern Adirondack Library System (SALS) Director: Sara discussed the SALS 2022 – 2026 Strategic Plan. In preparing the plan, SALS surveyed member library board members, staff and volunteers to assess what services were needed. The following core services were identified as being essential to supporting the work of member libraries:
 - a. Joint Automation (JA) and Polaris: Sara advised that our fee for these services will be increasing in 2025 because the rate is based on our circulation. The rate will increase from \$163 to \$174/month.
 - b. Delivery Services
 - c. Support from SALS Consultants: i.e. – preparing annual report
 - d. Sharing of E-Resources / E-Content
 - e. Collaboration with Mohawk Valley Library Association (MVLA): Sara advised that the Schenectady County Public Library decided not to participate in Joint Automation. The impact of this decision on SALS member libraries is yet to be determined.

In preparing our plan of services, Sara noted that we have limited staff and limited hours of operation, so we should focus on what the community asks of us, and do it well. We should not focus on extras that are not being requested.

Sara advised that SALS Vision Statement states that SALS will work with its member libraries to provide exceptional services to support thriving, resilient communities in Hamilton, Saratoga, Warren and Washington Counties.

Sara reminded us that trustees are required to receive 2 hours of continuing education per year, and we learned that the mandatory Sexual Harassment Prevention Training does not count towards our 2-hour minimum. We can, however, include ½ hour of training for Sara's presentation to the Board.

Sara noted that the construction grant cycle has begun, with applications due on August 30. Submitted projects must be new projects, not replacement projects.

Sara encouraged our library to join Unite Against Book Bans, and we advised her that the library was already a member.

Finally, Sara thanked trustees for caring about our community and giving of our time.

Jeanne advised that Jack Scott (JA) had been helpful in updating the library's website, and offered to redesign our site if we found a site with a layout we liked. Jeanne asked Sara if there were sites she thought were well designed. Sara noted the Schuylerville and Mechanicsville sites were good but cautioned us to not make the site too complicated or it may not comply with accessibility requirements.

Joanne asked if there were minimum training requirements for staff. Sara advised that keeping up with automation and artificial intelligence were important and should meet minimum requirements.

4. Approval of May Meeting Minutes: The previously distributed minutes were approved as presented on a motion by Katie, seconded by Becky.
5. Approval of Treasurer's Report: Katie reviewed the May report, previously distributed (copy attached).

For May: Disbursements were \$1,377.94, and receipts were \$2,233 which included \$2,150 from the Adirondack Foundation Generous Act Grant (laptop computers). The checking account balance as of May 31 was \$43,567.70. The Certificate of Deposit remains at \$15,516.02. The total of all funds as of May 31, 2024 is \$59,083.72. The May report was approved on a motion by Jean, seconded by JoAnn.

6. Library Director's Report: Joanne distributed her report (copy attached) and reviewed each item.
7. OLD BUSINESS:
 - a. Moose River Farms Fundraiser: Kim advised that the fundraiser will be held on Saturday, July 6 from 2 to 4 pm. Four readers are needed, and Jean, Joanne and JoAnn volunteered. A volunteer from the farm (Tanya) will be the fourth reader. Cookies and lemonade will be served, and Jeanne and JoAnn volunteered to pick up supplies. Jennifer and Mary Jane volunteered to help on the day of the event. Flyers have been posted on the library website and FaceBook page, and Kim requested that Joanne post flyers on Town bulletin boards as well.
 - b. Follow-up Discussion on Community Foundation: Katie advised that the library is registered for the Mohawk Valley Giving Day on September 20. In addition to the Giving Day, there are other grants available, and a contact person from the library is needed to coordinate with the Community Foundation on these opportunities. Jennifer will look into the requirements of being the contact person to see if it is something she can do, and Katie will coordinate with Jennifer.

Katie also advised that the library does not qualify for the investment opportunity with the Community Foundation because it is a government entity. Sara confirmed that a public municipal library is restricted by NY State law with regard to how it may invest its funds

- c. Windowsill Estimate: Joanne advised that Jeff Beauchamp looked at the windowsills, and said it is not something he can do. He suggested contacting Hans Schmidt. Joanne is waiting to hear back from Hans.
 - d. Phone System/Cabinet: Jean has asked Wesley Lamphere for an estimate.
 - e. Window Washing: Kim contacted Josh Kelly, and he provided an estimate of \$400 for washing inside and outside of windows, screens and tracks. The job was completed in June.
 - f. General Liability Insurance: Katie has started the application process. The coverage includes property loss. It is unclear whether this is necessary if the Town's policy covers property contents. Katie will contact the Town to see what is covered in the building policy. Sara advised that Jill at SALS can run a report of our inventory to estimate the cost of the collection. Katie handed out a preliminary schedule of fixed assets (copy attached) and asked the Board to review and report back at the next meeting with additions/corrections.
 - g. Hosting IABA Meeting: The library will host the meeting on Tuesday, August 6 at 6:30 pm. Further plans will be made at the July meeting.
 - h. Inlet Task Force (ITF): Jennifer reported that the Community Garden is up and running. Jeremiah Best will offer a class on composting on July 15.
 - i. Construction Grant Update (automatic door): Jennifer reported the Indian Lake Library has installed an automatic door and she will contact them for information on installation, cost and process.
 - j. Story Time for Children / Inlet Youth Commission: Joanne reported that she and Sue met with Sarah Kucko, and Story Time is scheduled for every Wednesday at 1:00 pm starting July 10.
8. NEW BUSINESS:
- a. Trustee Roster: Jeanne handed out an updated trustee roster (copy attached). The update includes a change in the term expiration dates from 11/1 to 11/30, such that terms do not expire prior to the annual meeting in November. Katie suggested an update to Article III Item 2 of the Bylaws regarding oath of office for officers so there is no conflict with the change. Katie will prepare revised Bylaw language for the next meeting.
 - b. 2024 Trustee Training: A date of Thursday, September 12 at 3:30 pm in the library was set for the mandatory Sexual Harassment Prevention Training. Jeanne distributed a list of available training session topics (copy attached) and asked the Board to review and provide feedback at the next meeting on topics of interest. A minimum of two sessions will be selected for group sessions in order to meet the 2-hour training requirement.
 - c. Annual Ice Cream Social: The social will be held at the library on Sunday, August 4 from 1 – 3 pm. Plans will be finalized at the July meeting.
 - d. Cancer Services Program: Joanne reported that she received an email from Nicole Wrenn regarding the Cancer Services Program, which is a NYS Department of Health grant-funded program that helps uninsured and underinsured people get free screenings for Breast, Colorectal and Cervical Cancer. As Outreach Coordinator, Nicole was asking about community events or meetings where she

could give a 15-minute presentation to educate people about the program. Jennifer suggested that there will be a health and wellness fair at the One Square Mile of Hope event in September, and this might be a good place to disseminate program information. Joanne will get in touch with Nicole to request brochures and to offer to coordinate between Nicole and the organizers of the health and wellness fair.

- e. Annual Library Board Dinner: Jean asked if this annual event could be moved from the summer to September this year due scheduling conflicts over the summer. A date of Tuesday, September 10 at 5 pm at Jean's house was selected. Further discussion on invited guests at the July or August meetings.
- f. Grant Wish List: Jennifer requested that the Board work on a wish list, so there is a list of potential projects/purchases when grant opportunities become available. Some ideas include a laminator, a rug for the children's area, replacement for the bean bags, cover for radiators.

Next Meeting will be Thursday, July 18, 2024 at 2 pm at Town Hall

Meeting adjourned at 4:00 pm on a motion by Mary Jane, seconded by Becky.

Respectfully Submitted,

Jeanne Wilson, Secretary