

Minutes of the Inlet Public Library Board Meeting

Thursday, August 15, 2024

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

Members excused: Reggie Chambers

1. The meeting was called to order at 2:00 pm
2. Adoption of Agenda: The agenda was approved as presented on a motion by JoAnn, seconded by Sue.
3. Approval of July Meeting Minutes: The previously distributed minutes were approved as presented on a motion by Mary Jane, seconded by Becky.
4. Approval of Treasurer's Report: Katie reviewed the July report (copy attached).

For July: Disbursements were \$3,679.90, and receipts were \$4,480.60. The checking account balance as of July 31 was \$43,787.39. The Certificate of Deposit remains at \$15,516.02. The total of all funds as of July 31, 2024 was \$59,303.41.

Receipts include an additional payment of \$2,000 from the Adirondack Foundation Generous Acts Grant, funded by the Prospect Hill Foundation. The grant application submittal was to fund purchase of laptops, and two laptops for Board member use were purchased with the original disbursement. Jennifer moved that the new disbursement be utilized to purchase an additional laptop for use by the Board treasurer. Seconded by Sue and approved.

The July report was approved on a motion by Jean, seconded by JoAnn.

5. Library Director's Report: Joanne distributed her report (copy attached) and reviewed each item.
6. OLD BUSINESS:
 - a. Follow-up Discussion on Community Foundation: Jennifer advised that she is preparing information to post for the Mohawk Valley Gives event. The posting deadline is August 29. After discussion, the Board agreed to post two requests: up to \$10,000 towards the replacement/repair of the two large front windows (including repair of the damaged walls below the windows); and, funding for the Story Time for Children program to provide chairs and a rug for the children's area. Jennifer will submit information and photos for both requests.
 - b. Windowsill Estimate: Joanne reported that Hans Schmidt provided an estimate of \$800 to do a temporary fix. The Board felt this was not an adequate solution. Joanne has requested repair estimates from both Matt Cahill and Todd Marleau. Kim suggested that the Board also request estimates from window specialists, such as R.A. Dudrak in

Holland Patent and New York Sash in Whitesboro. Kim will contact these two businesses for estimates.

- c. Electronics Cabinet: Joanne reported that Chris from SALS installed the cabinet and moved the library's components into the cabinet. Matt Miller still needs to move the Eagle Wireless components into the cabinet and organize the associated cables. Jennifer advised that she asked Matt if the Eagle Wireless components are a hub for the Town, and Matt confirmed that they are. However, JoAnn advised that Town Supervisor John Frey is not familiar with the Town's use of a hub at the library. There is a need to clarify "Town" – Town of Inlet Municipal Offices or customers of Eagle Wireless that reside in the town. JoAnn and Kim will meet with Adele Murdock in an effort to clarify this issue. If the Town's municipal offices utilize a hub in the library, the Town may see a benefit to assisting the library with the purchase of a generator.
 - d. General Liability Insurance: Katie reported that she had communicated with the account manager for the Town of Inlet at Upstate Agency, and learned that the library is covered for general liability, property and umbrella under the Town's policy (copy of communication attached). Katie forwarded the information to the library's insurance representative at Council Services Plus and requested that the previously submitted application be disregarded.
 - e. Inlet Area Community Task Force: Jennifer reported that the community garden is doing well, and that the Task Force assisted the Town in writing a grant for Climate Smart Energy.
 - f. Construction Grant Update (automatic door): Jennifer reported there is no new information.
 - g. Story Time for Children / Inlet Youth Commission: Sue and Joanne reported that Story Time has been a wonderful experience for the children, with up to 12 children participating.
 - h. Ice Cream Social Recap: Kim reported that 95 sundaes were served at the August 3 event. \$235 in donations were collected for sundaes, and \$206 in donations were collected for used books. Overall, it was a great event and many books left the used book room. Mary Jane advised that the recent activity has caused some disorganization in the book room, and encouraged anyone who has some spare time to stop by to reshelve books.
 - i. Arts in the Park Update: Joanne reported that the Arts in the Park book sale went well, with \$175 collected on Saturday and \$130 collected on Sunday, for a total of \$305.
 - j. IABA Meeting: Kim reported that there were 9 attendees at the August IABA meeting hosted by the library. A representative from the Plattsburgh Chamber of Commerce gave a presentation on vision and dental insurance options for IABA members.
7. NEW BUSINESS:
- a. Change to By-Laws: Katie distributed proposed changes to the By-Laws of the Inlet Public Library (copy attached). The proposed changes will clarify term of office dates for Board members and officers, as well as the number of Board members. Per the By-Laws, the Board may amend the By-Laws by a majority vote of members present at any regular meeting of the Board provided a notice of amendment has been given to each Board

member 30 days prior to the meeting. Thus, the Board will vote of the proposed changes at the September meeting.

- b. Input to Town of Inlet Master Plan Update: The library has been invited to provide language about the library to be included in an update to the Town of Inlet Master Plan. A committee of Kim, Sue, JoAnn and Jeanne met and prepared draft language for the Board's review. Mary Jane moved that the Board forward the proposed language prepared by the committee, as corrected, to the Town of Inlet for the update to the Master Plan. Seconded by Katie and approved (copy attached).
- c. Fall Festival: The library will be open from 10:00 am to 3:00 pm on Saturday and Sunday (September 21 - 22) for the Fall Festival event. Board members are needed to cover 10:00 – 12:30 and 12:30 – 3:00 shifts both days. Mary Jane volunteered to cover Saturday morning, and Sue will cover Saturday afternoon. Jennifer will cover Sunday morning and Ellie will cover Sunday afternoon.
- d. Budget Committee: Kim, Jeanne, Jennifer, JoAnn, Katie and Joanne volunteered to serve on the annual budget committee. Katie will set up a committee meeting, with a goal of having a budget prepared for Board review and approval at the October meeting.
- e. Library Dinner at Jean's: Jean advised that due to scheduling issues, she would like to postpone the Board dinner from September 10 to a date in October. A date will be selected at the September meeting.

8. OTHER:

Kim reported that Lynn Keough has agreed to serve on the Board, to fill Reggie's position when her term expires at the end of November.

Jeanne reminded the Board of the mandatory Sexual Harassment Prevention Training session on Thursday, September 12 at 3:30 at the library.

Katie offered kudos to Joanne for learning how to use Excel and setting up spreadsheets which will be very helpful in preparing the annual report.

Next Meeting will be Thursday, September 19, 2024 at 2 pm at the library

Meeting adjourned at 3:30 pm on a motion by Mary Jane, seconded by Sue.

Respectfully Submitted,

Jeanne Wilson, Secretary