

Minutes of the Inlet Public Library Board Meeting

Thursday, September 19, 2024

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

Members excused: Becky Hasemeier

1. The meeting was called to order at 2:01 pm
2. Adoption of Agenda: The agenda was approved as presented on a motion by Mary Jane, seconded by Katie.
3. Approval of August Meeting Minutes: The previously distributed minutes were approved as corrected on a motion by JoAnn, seconded by Sue.
4. Approval of Treasurer's Report: Katie reviewed the August report (copy attached).

For August: Disbursements were \$2,438.81, and receipts were \$2,135.25. The checking account balance as of August 31 was \$43,483.83. The Certificate of Deposit remains at \$15,516.02. The total of all funds as of August 31, 2024 was \$58,999.85.

The August report was approved on a motion by Mary Jane, seconded by Jean.

5. Library Director's Report: Joanne distributed her report (copy attached) and reviewed each item.
6. OLD BUSINESS:
 - a. Community Foundation & Mohawk Valley Gives Event: Jennifer advised September 20 is the Mohawk Valley Gives event. The library is registered for the event.
 - b. Windowsill Estimate: Kim advised that the committee has received estimates for replacement of the two front windows from R.A. Dudrak and John Townsend, and is awaiting an estimate from Sahl's Glass and Glazing. The committee will present the information at the next Board meeting. Once a contractor is selected, the Board will inquire with the Town on whether they would contribute to the project.
 - c. Electronics Cabinet: This project is completed and this item can finally be removed from the agenda!
 - d. Inlet Area Community Task Force: Jennifer reported that the community garden is flourishing. A harvest canning class was presented on September 16 and a crocheting class begins on October 1.
 - e. Construction Grant Update (automatic door): Jennifer reported that she had received information from the Indian Lake Library on installation of their automatic single door. The work was completed by Jim's Glass Service in Queensbury at a cost of \$8,000. Jennifer will follow up with the contractor.

- f. Story Time for Children / Inlet Youth Commission: Sue and Joanne reported that Story Time ended on August 21 and was a great success. The children enjoyed it and great books were selected. There was an average of 4 to 6 children each week and the parents were involved.
- g. Change to By-Laws: Katie referenced the proposed changes to the By-Laws of the Inlet Public Library, which were distributed at the August meeting. The changes clarify term of office dates for Board members and officers, as well as the number of Board members. Per the By-Laws, each Board was given 30 days notice of the proposed changes. Sue moved that the Board approve the changes to the By-Laws of the Inlet Public Library, as proposed at the August Board meeting. Seconded by Mary Jane and approved.
- h. 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. Joanne will cover Sunday morning and Ellie will cover Sunday afternoon.

7. NEW BUSINESS:

- a. Budget Committee: Kim reported that the committee will be meeting on October 10 at 2:30 and will have a proposed budget to present to the Board at the October meeting.
- b. Library Dinner at Jean's: Jean tentatively set the date for the annual Board dinner for Tuesday, November 12.
- c. Adirondack Kids Day: The annual event is scheduled for October 4 and October 5. Van Rippers will be giving a presentation on Friday, October 4 at 7:00 PM and ice cream will be served. On Saturday, October 5 children will have the opportunity to work with an artist from 10:00 AM to noon, and the Children's Authors & Illustrators Book Fair will take place from 1:00 to 2:30 PM. Joanne encouraged any available Board members to stop by for these events.
- d. Risley & Townsend Lease: Kim advised that she had contacted Risley & Townsend regarding renewal of their lease. They have not yet determined whether they will be renewing the lease and will get back to her. The lease expires on October 1.
- e. Photo Release Form: Jennifer inquired whether the library has a release form. Joanne advised that she has used a generic one for specific events, but also always asks parents for permission to use photographs taken of their children. Jennifer advised that SALS has a form the library could personalize and use, and suggested that such a form should be used routinely, since it is recommended for any photographs the library uses for advertising or fund-raising. Joanne will draft such a form for the library.
- f. Donation to Old Forge Library: Kim advised that Karen Lee recently passed away. Karen was the first librarian for the Inlet Library, and has been active in the Old Forge Library. Reggie made a motion that a donation of \$100 be made to the Old Forge Library in memory of Karen Lee. Seconded by Jennifer and approved. JoAnn advised that the Old Forge Library is planning a birthday celebration for Karen Lee

on October 7, and suggested that the donation be given at that time. JoAnn will be attending the event and will deliver the donation.

8. OTHER:

Jennifer advised that she talked to Mike Bartoletti about the missing radiator cover and he suggested contacting Jim Dillon at Raquette Lake Supply about fabricating a replacement. Jennifer will follow up.

The next training session is scheduled for Thursday, October 10 at 3:30 PM. The training will be on Duties & Responsibilities of the Library Trustee

Next Meeting will be Thursday, October 17, 2024 at 2 pm at the library

Meeting adjourned at 3:15 PM on a motion by Sue, seconded by Mary Jane.

Following adjournment, the Board expressed its appreciation to Reggie as she prepares to leave the Board, for her years of dedication to the Inlet Public Library. Reggie was presented with flowers and a card, and cupcakes and many memories were shared.

Respectfully Submitted,

Jeanne Wilson, Secretary