

## Minutes of the Inlet Public Library Board Meeting

Thursday, October 17, 2024

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

Members excused: Jean Bird, 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 Becky.
3. Approval of September Meeting Minutes: The previously distributed minutes were approved on a motion by Sue, seconded by Mary Jane.
4. Approval of Treasurer's Report: Katie reviewed the September report (copy attached).

For September: Disbursements were \$1,895.48, and receipts were \$1,567.50. The checking account balance as of September 30 was \$43,155.85. The Certificate of Deposit remains at \$15,516.02. The total of all funds as of September 30, 2024 was \$58,671.87.

The September report was approved on a motion by Jeanne, seconded by Ellie.

5. Library Director's Report: Joanne distributed her report (copy attached) and reviewed each item. In regards to the ducks with QR codes handed out on ADK Kids Day, Jennifer noted that she did not think the directions for adding ducks to the website map were included in the Kids Day bags, and that may have contributed to the low response rate. There was a discussion of the Old Forge Library bookmarks that are available at the Inlet Town Hall. The bookmarks list location and hours for the Old Forge Library. Joanne will create a similar bookmark for the Inlet Library, to also be distributed at the Inlet Town Hall.
6. OLD BUSINESS:
  - a. Community Foundation & Mohawk Valley Gives Event: Katie reported that a total of \$158.00 was collected for the library during the Mohawk Valley Gives event on September 20 (copy of earnings report attached). This amount represents four \$25 donations, plus \$58 from the Piece of the Pie Pool. The Board thanked Jennifer for her efforts in registering the library for the event and creating content for our page on the event website.
  - b. Windowsill Estimate: Kim advised that there is no additional information as she is still awaiting an estimate from Sahl's Glass and Glazing.
  - c. Inlet Area Community Task Force: Jennifer reported that the community garden is winding down. A community dinner is scheduled for Sunday, October 20 at the

Seventh Lake House. The farm stand will continue every Tuesday. The crocheting class is currently underway. A no-sew fleece blanket class is scheduled for October 21. Upcoming classes include another card making class, which will focus on holiday gift tags, and a wreath-making class. Joanne asked if the Task Force might be interested in holding the wreath-making class at the library as it will bring in foot traffic for the library. Jennifer will ask the Task Force if they are interested.

- d. Construction Grant Update (automatic door): Jennifer reported that the deadline for the Small and Rural Community Library Grant through the American Library Association is on December 11. Grants are available in the \$10,000 to \$20,000 range. She is still waiting to hear back from Jim's Glass Service in Queensbury, the contractor that installed the automatic door at the Indian Lake Library.
  - e. Budget Committee Report: Katie reported that the budget committee, comprised of Katie, Joanne, Kim, Jeanne, JoAnn and Jennifer, met on October 10. Katie distributed copies of the proposed 2025 Town of Inlet Public Library Budget and reviewed each line (copy attached). The proposed budget includes \$15,000 in the Capital Improvements line for replacement of the front windows and sills. After review, the Board added \$1,000 to the Furniture & Equipment line to purchase a large computer monitor for use in Trustee training as well as potential public presentations and classes, and increased the Building Maintenance line to \$1,500 to include funds for walk-off mats in the entryway. The adjusted proposed expense budget for 2025 totals \$66,109, with use of \$16,300 from savings. Mary Jane moved that the Board approve the proposed 2025 Town of Inlet Public Library Budget, as amended. Seconded by Sue and approved.
  - f. Library Dinner at Jean's: The dinner is scheduled for November 12 at 5:00 at Jean's home. The following guests will be invited: Lynne & Jim Keough, Library Assistants Debbie Haynes, Heidi Cahill, Sue Huber and Holly Koeppel, Library Friend Barb Thibodeau. Estimated attendance will be 25 people.
  - g. Risley & Townsend Lease: Kim advised that she had dropped off the lease agreement with Risley & Townsend, but had not yet received the signed agreement or the rental payment, but is of the understanding that the lease will be renewed.
  - h. Photo Release Form: Joanne distributed a copy of the photo release form she had drafted (copy attached). Joanne will ensure that the form is distributed whenever photos are being taken, and signatures collected, so that photos can be used for advertising and fund-raising.
  - i. Fall Festival Update: Joanne reported that the Fall Festival event (September 21 and 22) generated a total of \$206 in book sales (\$124 on Saturday and \$82 on Sunday).
  - j. ADK Kids Day Update: Joanne reported that the Van Rippers presentation on Friday evening (October 4) was attended by approximately 20 people and was a good event. The illustrator did not show up for Saturday morning (October 5) as it turns out that she was never contacted due to an oversight. Joanne spoke with her after the event, apologized for the error and ensured that she will be invited next year.
7. NEW BUSINESS:
- a. Nominating Committee: In an effort to document term dates for Board officers, Jeanne learned that officers have not been routinely voted upon at the end of each

five-year term, with terms unofficially continuing. In order to “clean up” this non-official process, Jeanne proposed that a nominating committee be appointed to develop a slate of officers to be presented at the annual meeting in November for Board vote. The Board voted on the President and Vice President positions in 2023, when vacancies occurred, but the Treasurer and Secretary positions have not been voted on. Sue volunteered to act as the nominating committee and present the slate of officers at the annual meeting.

8. OTHER:

Jeanne reminded the Board of the next training, scheduled for Thursday, November 7 at 3:30 in the library. The 90-minute training will be “Library Board Meetings”

Jeanne noted that Christmas on Main Street is scheduled for November 29 – December 1. Since our next meeting is not until November 21, we will likely be scheduling time to decorate the library on Saturday, November 23 at that time.

Next Meeting will be Thursday, November 21, 2024 at 2 pm at the library

Meeting adjourned at 3:50 PM on a motion by JoAnn, seconded by Ellie.

Respectfully Submitted,

Jeanne Wilson, Secretary