

Minutes of the Inlet Public Library Board Meeting

Thursday, November 21, 2024

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

Members excused: Ellie Andrews, JoAnn Meneilly

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

For October: Disbursements were \$1,470.47, and receipts were \$1,217.00. The checking account balance as of October 31 was \$42,902.38. The Certificate of Deposit remains at \$15,516.02. The total of all funds as of October 31, 2024 was \$58,418.40.

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

5. Library Director's Report: Joanne distributed her report (copy attached) and reviewed each item. Joanne presented an Inlet Library bookmark she had created for Board review. The Board had no suggested changes for the bookmark, so Joanne will print them out on cardstock, and deliver them to the Inlet Town Hall for distribution.
6. OLD BUSINESS:
 - a. Windowsill Estimate: Kim reported that JoAnn has contacted Todd Marleau for an estimate. Todd uses Anderson Windows, which will likely be more costly than the estimate prepared by Dudrak. However, the committee has concerns about the quality and appearance of the windows suggested by Dudrak as they are vinyl windows. The committee is awaiting the estimate from Todd. There is no additional information regarding an estimate from Sahl's Glass and Glazing, as they have not responded to Kim despite numerous calls. Jennifer noted that Fred Armstrong, who works with Keystone Lumber and Building, might be another option, if needed.
 - b. Inlet Area Community Task Force: Jennifer reported that the holiday wreath making will not occur during Christmas on Main Street, but may be scheduled later in the winter.
 - c. 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. No matching funds are required for this grant. She has received an estimate

from Stanley Access Technology for \$7,150 for the opener system, and approximately \$3,700 will be required for electrical work. The grant requires development of an accessibility program, and Jennifer asked whether there were other accessibility items (like a large monitor) or programs that could be needed. Katie noted that there is insufficient time to develop an accessibility program to accompany door installation by the December 11 deadline, and suggested we wait to apply for the next round of construction grants in the spring.

- d. Library Dinner at Jean's: Kim thanked Jean for her hospitality in hosting the Board dinner again this year. It was a wonderful event.
- e. Risley & Townsend Lease: Kim advised that she had been informed by Eva that the lease agreement and rental check were to be mailed on Friday (11/22).

7. NEW BUSINESS:

- a. Oath of Office for Board Members: Kim administered the oath of office to new Board member Lynn Keough, and renewed the oath of office for Sue Beck. Both are five-year terms, which will expire in November 2029. Both Lynn and Sue signed the oath, and copies will be provided to the Town Board.
- b. Oath of Office for Officers: Katie and Jeanne each took the oath of office for the positions of Treasurer and Secretary, respectively. These are five-year terms, which will expire in November 2029.
- c. Christmas on Main Street: The event is scheduled for Friday, Saturday and Sunday (11/29 – 12/1) and the library will be open from 10:00 AM to 3:00 PM each day. Jennifer volunteered to help Joanne on Saturday morning, Kim volunteered to help on Sunday morning, and Lynn volunteered to help on Sunday afternoon. Joanne has purchased materials for a “make and take” craft project for children during the event. Jeanne will post information about the event on the library’s Facebook page and website.
- d. Inlet Holiday Open House: The event is scheduled for Wednesday 12/4 from 4:00 – 7:00 PM. Old Forge Library Director Linda Weal suggested a joint effort between our two libraries for this event, and proposed a gift-wrapping service. Old Forge Library will contribute volunteers and gift-wrapping materials, as will the Inlet Library. Joanne will create a flyer advertising the service, and Jeanne will get notices posted on the library’s website and Facebook page.
- e. Holiday Decorating: Board members will join Joanne at the library on Saturday, 11/23 at 11:00 AM to decorate the library for the holiday season in advance of Christmas on Main Street.
- f. Readoption of Investment Policy: Katie reviewed the library’s investment policy (copy attached), which needs to be readopted annually. The investment policy was readopted as presented on a motion from Mary Jane, seconded by Becky.
- g. Purchase of Certificate of Deposit: Katie reviewed the current rates for Certificates of Deposit (CDs). Rates are as follows:
 - 7 Month CD – 3.8% APY
 - 13 Month CD – 3.6% APY
 - 23 Month CD – 3.3% APY

Jeanne moved that the Board purchase a \$20,000 CD for a 13-month term, and a \$5,000 CD for a 7-month term. The motion was seconded by Jean and approved.

- h. Training Update: Jeanne distributed an updated training summary for Board members (copy attached). At this time, all Board members have met the training requirements for the year.
- i. Board Roster: Jeanne distributed an updated Board roster (copy attached), which included contact information for new member Lynn, as well as the addition of term dates for officers. Upon review, the Board recommended the addition of contact information for Heidi Hitchcock under staff, addition of a cell phone number for Kim, and removal of the home phone number for Becky. Jeanne will make these updates and distribute a revised roster to the Board.
- j. Appointment of Library Historian: The Board re-appointed Sue as library historian for a five-year term on a motion from Mary Jane, and seconded by Jean.

OTHER:

Katie advised that, after measuring and consulting Warrensburg Laundry and Dry Cleaning, a solution for the entryway would be the addition of a 3' by 5' rug, which would be changed on the same schedule as the other rugs. The Board approved addition of another rug on a motion by Katie, seconded by Sue.

On a non-library topic, Lynn shared that she had recently been notified by her medical provider that New York State law has changed regarding payment of medical bills by credit card, and that payments by credit card may no longer be considered medical expense for tax purposes.

Next Meeting will be Thursday, January 16, 2025 at 2 pm at the library (no meeting in December)

Meeting adjourned at 3:40 PM on a motion by Katie, seconded by Jennifer.

Respectfully Submitted,

Jeanne Wilson, Secretary