

Minutes of the Inlet Public Library Board Meeting

Thursday, January 16, 2025

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

Members excused: Ellie Andrews, JoAnn Meneilly, Mary Jane Lasher

Members of the public present: Todd Marleau

1. The meeting was called to order at 2:02 pm
2. Adoption of Agenda: Jeanne requested an addition to the previously distributed agenda, as follows: add Item 8e. Training Update. The agenda was approved as amended on a motion by Jeanne, seconded by Sue.
3. Approval of November Meeting Minutes: The previously distributed minutes were approved on a motion by Sue, seconded by Becky.
4. Approval of Treasurer's Report: Katie reviewed the November report (copy attached).

For November: Disbursements were \$26,500.20, which included the purchase of two Certificates of Deposit (CD), a seven-month CD in the amount of \$5,000 and a thirteen-month CD in the amount of \$20,000. Receipts were \$16,773.44, which included \$16,170.19 for a matured CD. The checking account balance as of November 30 was \$33,175.62. The total of all funds as of November 30, 2024 was \$58,175.62.

The November report was approved on a motion by Jean, seconded by Becky.

Katie reviewed the December report (copy attached).

For December: Disbursements were \$2,209.57, and receipts were \$6,811.25, which included \$6,000 for the annual rental of the upstairs office. The checking account balance as of December 31 was \$37,777.30. The Certificate of Deposit balance was \$25,000.00. The total of all funds as of December 31, 2024 was \$62,777.30.

The December report was approved on a motion by Jean, seconded by Jeanne.

5. Library Director's Report: Joanne distributed her report (copy attached) and reviewed each item. Joanne inquired whether the Board wished to run an ad in the Summer Guide. Kim made a motion to include an ad in the Summer Guide for the amount of \$260, seconded by Becky and approved.

Kim noted that Katie and Joanne have been working on the SALS annual report, which is due to SALS by February 9. The report requires Board authorization, and since the February meeting falls after February 9 it will be necessary to hold a special meeting for

the purpose of approving the report. The Board will hold the special meeting on Tuesday, February 4 at 2:00 pm.

Joanne shared the following information compiled for the report: the library received \$2,356.25 in donation for used books (not including donations received for books during special events), \$394,25 in copies and printing, \$13 in faxes. The library had 8,204 patron visits, using the computers 174 times and the library wireless 2,615 times. The library checked out 4,967 items and 1,198 e-items through overdrive. The library borrowed 471 items from other libraries, and lent out 1,816 items to other libraries. The library hosted 35 “programs” (special weekend book sales, book club, story time, etc.) with a total attendance of 1,770 people.

6. OLD BUSINESS:

- a. Window Estimate: Contractor Todd Marleau presented an estimate for replacement of the two front windows (copy attached). The total of the estimate is \$15,200.00, which includes \$10,200.00 for two Anderson Window units. Todd estimated an eight-to-twelve-week delivery time once the windows are ordered. He estimated one day of labor to replace each window (two days total).

Following Todd’s presentation and departure, the Board discussed the estimate. Katie made a motion to award the work to Adirondack Lawnscares and Construction, LLC (Todd Marleau) in the amount of \$15,200.00. Seconded by Kim and approved.

- b. Inlet Area Community Task Force: Jennifer reported that the farm stand is now every other Tuesday for the winter months; crocheting class continues; mushroom growing class is being held from January to April; a ceramics class was held on January 15, with another scheduled for January 22. The Community Foundation, Living ADK and the Town of Webb are partnering to deliver lunches to seniors in the community every Tuesday; flyers are available at the library. Living ADK and the Task Force are assisting the Town of Inlet with the NYS Pro-Housing Certification process.

- c. Grants Update: Jennifer reported that the deadline for the Construction Grant is March 31. She plans to submit an application for the automatic doors and inquired whether the Board wants to also include the window replacement in the estimate. The Board agreed with including the window estimate in the application.

The deadline for the Generous Acts Grant is February 7. Jennifer will apply for funds to assist with the large monitor, wall mount and HDMI cable. Jeanne will get an estimate to Jennifer for the grant.

Other upcoming grant opportunities include the Lake Placid Foundation and the United Foundation of Libraries.

- d. Christmas on Main Street Update (November 29 to December 1): Joanne reported that the event was a great success. The library received donations in the following amounts: \$100 on Friday, \$162 on Saturday and \$18 on Sunday. The craft activities were a big hit, as were the holiday rubber ducks.
- e. Inlet Holiday Open House (Gift Wrapping on December 4): Joanne advised that the gift-wrapping event was not successful as there were zero requests for gift wrapping services. However, those in attendance had a lovely evening visiting with Linda Weal and other volunteers from Old Forge Library.

7. NEW BUSINESS:

- a. Removing Holiday Decorations: Kim noted that it was time to remove the library's holiday decorations and asked for suggestions on when it could be completed. It was agreed that there would be time after the meeting, but before book group, to complete the task.
- b. New Board Member: Kim regrettably shared that it is unlikely that Ellie will be able to return to the Board, and asked for suggestions on possible replacements. The following names were suggested: Barb Thibado, Carrie Stallard, Maureen Harris and Joyce Watts.
- c. Frozen Fire and Lights Ice Sculpture: The annual event will be held on February 22. Jennifer moved that the library purchase an ice sculpture again this year, not to exceed \$400, seconded by Katie and approved.
- d. Memorial Donations: Katie inquired whether the families are notified of donations received when the library is suggested as a recipient of in-memory donations. Joanne advised that she sends a thank you to the donor following a donation, and compiles a list of all in-memory donations received. The list includes donors and amounts donated. After a period on time, she notifies the family of the deceased of the total amount received, but does not include the list of individual donors and amounts. Jeanne suggested that Joanne include in her letter to the family that the information on individual donors and amounts is available, should they request it.
- e. Training Update: Jeanne advised that she had received a notice that Linda Weal at the Old Forge Library will be presenting the annual Sexual Harassment Prevention Training via Zoom between January and March. Jeanne inquired how Board members wished to complete the annual training: register for the Old Forge Library's Zoom program and complete it individually at home; gather in the library to participate in the Old Forge Library's program as a group; or, have Jeanne research other webinars that the Board can complete as a group later in the year. The consensus was to have Jeanne identify another qualifying training that the Board can complete later in the year.

OTHER:

Lynn inquired whether there were any adult literacy programs available in the area, and noted that she would be willing to offer the training. It was agreed that this would be a great offering, and that we should advertise that it is now being offered through the library's FaceBook page and website to see if there is any interest.

Kim advised that the Adirondack Express had published the library's annual report, in its entirety, in a recent issue. After reading the article, Julie Nelson sent a message to Kim, commending the Board and staff on the great job they are doing.

Next Regular Meeting will be Thursday, February 20, 2025 at 2:00 pm at the library

Special Meeting will be Thursday, February 4, 2025 at 2:00 pm at the library

Meeting adjourned at 3:44 PM on a motion by Lynn, seconded by Sue.

Respectfully Submitted,

Jeanne Wilson, Secretary