

Minutes of the Inlet Public Library Board Meeting

Thursday, February 20, 2025

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

Members excused: Ellie Andrews, Katie Chambers, Becky Hasemeier, Lynn Keough

1. The meeting was called to order at 2:07 pm
2. Adoption of Agenda: The previously distributed agenda was approved as presented on a motion by Sue, seconded by JoAnn.
3. Approval of January Meeting Minutes: The previously distributed minutes were approved on a motion by Jennifer, seconded by Sue.
4. Approval of February Special Meeting Minutes: The previously distributed minutes were approved on a motion by Mary Jane, seconded by Jennifer.
5. Approval of Treasurer's Report: (copy attached).

For January: Disbursements were \$11,610.21, which included \$10,200 to Adirondack Landscapes & Construction for the upcoming window replacement project. Receipts were \$1,132.39. The checking account balance as of January 31, 2025 was \$27,299.48. The Certificate of Deposit balance was \$25,073.57. The total of all funds as of January 31, 2025 was \$52,373.05.

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

6. Library Director's Report: Joanne distributed her report (copy attached) and reviewed each item. Joanne inquired whether the Board wished to remit the annual fee for the passes to Adirondack Experience and Wild Center for the 2025 season. Mary Jane made a motion to remit the annual fee for passes to Adirondack Experience and Wild Center for the 2025 season, seconded by Sue and approved.
7. OLD BUSINESS:
 - a. Inlet Area Community Task Force: Jennifer reported that there is no news at this time.
 - b. Grants Update: Jennifer reported that a grant application for the Generous Acts Grant was submitted on February 7. This application requested funding for the large monitor, HDMI cable, sound bar, blue-ray player, and miscellaneous equipment to

support Trustee training presentations and community programs. The total request was for \$700. Award decisions should be made by April 2.

Jennifer is preparing the required follow-up report for the 2024 Generous Acts Grant (3 laptop computers). The report is due March 17.

Jennifer is preparing a grant application for the SALS Challenge Grant. The application deadline is March 31 and grant requests can be up to \$5,000. This application requests funding to assist with the window replacement project. The application requires completion of a questionnaire by a community member who utilizes the library services regularly. Joanne will coordinate completion of the questionnaire by a suitable patron.

Jennifer reported that the New York State Construction Grant opens on June 1, and she will complete an application for the automatic door project.

Jennifer advised that she has inquired whether the library is eligible to apply for the Lake Placid Education Foundation grant, which has an application deadline of June 1.

Jeanne expressed appreciation to Jennifer for taking on the important task of grants management, noting that it is a valuable service for the library.

- c. New Board Member: As a follow-up to discussion at the January meeting regarding the need for a new Board member to replace Ellie Andrews, Jennifer contacted Maureen Harris. Maureen declined a Board position but is willing to assist the library in other ways. Other names suggested were Sara Kucko, Jeanne Tommell and Mary Lou Reich. Joanne will contact all three.

8. NEW BUSINESS:

- a. Frozen Fire and Lights (Saturday, February 22): Joanne noted that she will not need additional help from Board members for the event. The ice sculpture is scheduled to be delivered on Friday, February 21.
- b. Janitorial Service: Kim reported that she feels it is time to investigate janitorial services for cleaning the library as the floors require regular cleaning due to tracked snowmelt. After discussion, it was agreed that weekly, year-round service would be required during a time when the library is closed. Tasks would include cleaning all floors as well as cleaning the bathroom. Kim will check with Katie regarding insurance/licensing requirements. Sue suggested contacting Penny Beach. Joanne will contact her to see if she is interested, and if so, request a cost estimate. If Penny is not available, Ed Tondryk will be contacted as he cleans the Town offices. Jeanne will inquire who cleans the post office. If additional names are required, a

notice will be posted on the library's FaceBook page advising that the library is seeking janitorial services.

To address the immediate cleaning need, available Board members will have a floor cleaning day on Thursday, February 27. Meet at 11:00 am and bring mop, bucket and preferred floor cleaner.

OTHER:

As a follow-up to the discussion at the January meeting regarding memorial donations, Mary Jane suggested that the list of individual donors, as well as the total amount received, be included in the letter Joanne sends to the family of the deceased, instead of leaving it to the family to request the list. The Board agreed with this suggestion and Joanne will do so moving forward.

Jean inquired whether there was anyone locally available to assist senior citizens with preparing income tax returns, and whether this was a service that the library could organize. JoAnn will check with Debbie Ritz, who has previously offered this service.

Jennifer noted that, per Education Law, Trustees can count time spent on financial oversight, accountability, fiduciary responsibility and general duties as required Trustee education hours.

Kim advised that Sara Dallas has announced her upcoming retirement in late summer or early fall.

Sue requested that Board members remember to take photos at any library events for the photo album. Jennifer noted that photos can also be utilized for grant applications and reporting.

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

Meeting adjourned at 3:35 pm on a motion by Mary Jane, seconded by JoAnn.

Respectfully Submitted,

Jeanne Wilson, Secretary