

Minutes of the Inlet Public Library Board Meeting

Thursday, May 15, 2025

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

Members excused: Lynn Keough and Mary Lou Reich

1. The meeting was called to order at 2:03 pm
2. Adoption of Agenda: The previously distributed agenda was approved as presented on a motion by Katie, seconded by JoAnn.
3. Approval of March Meeting Minutes: Sue made a correction to the previously distributed minutes as follows: corrected spelling of Lyndon Sheldrick's name under item 9(d). The previously distributed minutes were approved as corrected on a motion by Katie, seconded by Sue.

4. Approval of Treasurer's Report: (copies attached).

For March: Disbursements were \$908.47. Receipts were \$8,041.50, which included \$6,000 from the Town of Inlet for the window replacement project. The checking account balance as of March 31, 2025 was \$33,302.35. The Certificate of Deposit balance was \$25,073.57. The total of all funds as of March 31, 2025 was \$58,375.92.

The March report was approved on a motion by Jean, seconded by Jennifer.

For April: Disbursements were \$1,246.01. Receipts were \$460.00. The checking account balance as of April 30, 2025 was \$32,516.34. The Certificate of Deposit balance was \$25,073.57. The total of all funds as of April 30, 2025 was \$57,589.91.

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

5. Library Director's Report: Joanne distributed her report (copy attached) and reviewed each item.

6. OLD BUSINESS:

- a. Inlet Area Community Task Force: Jennifer reported that there are now a total of nineteen beds in the lower level of the community garden. Dahlias will be planted in some of the front gardens. The crocheting class is on-going, with the last class scheduled for May 20. Planning is underway for fall classes. The farmer's market continues every other week and will transition to the weekly schedule in June.

- b. Grants Update: Jennifer reported that the library received a grant from the Drucker-Harris Legacy Fund at Adirondack Foundation Generous Acts Grant in the amount of \$700 for the large monitor, HDMI cable, sound bar, blue-ray player, and miscellaneous equipment to support Trustee training presentations and community programs.

Jennifer reported that the library received a grant from the SALS Challenge Grant program in the amount of \$5,000 for the window replacement project.

Jennifer advised that she is preparing an application for the Lake Placid Education Foundation grant program, entitled “Easy Access for All”, for funding to assist with the automatic door project. The application deadline is June 1.

- c. Janitorial Services: Continuing the discussion of acquiring janitorial services for the library, Katie advised that the library does not carry liability insurance (covered by the Town’s policy). Kim acknowledged that it is going to be difficult to find someone to provide janitorial service who has insurance. Kim discussed the situation with Town Clerk Bonnie Lutz, who recommended that the Town hire a part-time employee to provide cleaning services to the library. The employee would be covered under the Town’s liability coverage, and the Town would bill the library for the employee cost (including applicable employee taxes). This proposed approach has been approved by the Town Board. Kim will contact Melissa Quinn to see if she is interested in providing the service once a week, with the library providing cleaning supplies. Proposed expense would be \$50 per week, which would include applicable employee taxes. Joanne will prepare a list of cleaning duties.

If this approach does not work out, Katie noted an advertisement from ELC Cleaning Crew that notes they are insured, however this would likely be more costly.

- d. SALS Annual Dinner: The dinner is scheduled for Monday, May 19, and JoAnn, Becky, Sue and Joanne will attend.
- e. Hosting IABA Meeting: The library is scheduled to host the September 2 IABA meeting. Further discussion at a later meeting.
- f. Window Replacement Update: Delivery of the windows has been delayed, and they will hopefully be installed in June.
- g. Books for Retired Trustees: The library will purchase a book honoring each retired trustee, to be included in the library’s collection. Each book will feature a book plate noting the trustee being honored.
Ellie Andrews has selected *The Nightingale* by Kristin Hannah
Reggie Chambers has selected *Drums Along the Mohawk* by Walter Edmonds
Jean suggested something by Jeff Shaara for Edie Schreppel

7. NEW BUSINESS:

- a. Inlet Historical Society Presentation on Library: Sue reported that Charles Herr has contacted her, as Library Historian, to provide information about the library for an upcoming presentation he plans to do for the Historical Society on the history of the library. Sue suggested a meeting with knowledgeable trustees, prior to her meeting with Charles, to gather applicable information. Jean and Reggie Chambers were suggested as trustees with good institutional memory.
- b. Memorial Day Reception for American Legion: Joanne reported that the American Legion will be hosting a reception at the library following the wreath laying on Memorial Day (May 26). Blue Line Coffee and White Pine Bakery will be donating coffee and doughnuts for the event. Joanne will be present and encouraged any available trustees to attend and help.
- c. Annual Window Cleaning: Kim reported that she had been contacted by Josh Kelly of DAX Window Cleaning regarding the annual window cleaning. Kim will let Josh know to include the library in the schedule, but that there is no need to clean the front windows if they have not been replaced by the time he arrives. Katie asked that Kim request a Certificate of Insurance from Josh.
- d. SALS Accounts for All Employees: Kim reported that, during Joanne's recent vacation, the SALS IT department contacted the library while Holly was working and subsequently learned that both Holly and Debbie had been instructed to sign in to the library system using Joanne's log-in information. This is not allowed by SALS, as each employee is required to have their own account. As library director, Joanne has broader access to the system than library assistants should possess. Signing in to Joanne's email account is also not allowed by SALS. Debbie and Holly were able to work through the issue with SALS and now have their own accounts, including email. Kim commended Debbie and Holly for working with SALS to resolve the issue and keep the library running smoothly.

On a related issue, Jeanne reported that she is now able to access the library's FaceBook page without accessing Joanne's Facebook account.

- e. Library Director Job Description: Jeanne advised, in an effort to formalize the library's procedures and practices, she felt that it was appropriate to create a job description for the Library Director position. Having clearly defined goals and expectations is beneficial to the director, the board and the library. After discussing with Kim, Jeanne reached out to Sara Dallas to request sample job descriptions, which Sara provided. Jeanne gave Joanne copies of the samples and requested that she highlight the duties that she felt were part of the director's position. Joanne's input will be considered in drafting a job description.

Once a job description is finalized and implemented, the board will be in a position to institute annual performance reviews for the director. Sara also provided information of drafting performance reviews.

OTHER:

Sue reported that, at a recent Youth Commission meeting, it was mentioned that the American Legion is seeking volunteers to weed the garden around the gazebo. If interested, let Joanne or KC Kelly know.

Joanne reported that she is gathering information on completing the New York State Civil Service registration process. When she was hired ten years ago, the process was not completed by the Town, and she was never registered. The portal will open June 1.

Katie advised that notice was received from SALS that the library's annual report is completed and accepted.

Next Regular Meeting will be Thursday, June 19, 2025 at 2:00 pm at the library

Meeting adjourned at 3:45 pm on a motion by Sue, seconded by Mary Jane.

Respectfully Submitted,

Jeanne Wilson, Secretary