

## Minutes of the Inlet Public Library Board Meeting

Thursday, September 18, 2025

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

Members excused: None

1. The meeting was called to order at 2:00 PM by President Kim Egenhofer
2. Adoption of Agenda: The previously distributed agenda was approved on a motion by Mary Jane, seconded by Becky.
3. Approval of August Meeting Minutes: The previously distributed minutes were approved as amended with two minor changes on a motion by JoAnn, seconded by Sue.
4. Approval of Treasurer's Report: (copy attached).

For August: Disbursements were \$1,986.34. Receipts were \$3,946.69. The checking account balance as of August 31, 2025 was \$37,706.94. The Certificate of Deposit balance was \$25,073.57. The total of all funds as of August 31, 2025 was \$62,780.51. The breakdown of July Cash (\$1,354.00) was as follows: Fees = \$182.25; Fund Raising = \$181.00; Book Room = \$990.75.

The August report was approved on a motion by Jean, seconded by Sue.

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 the School Board had approved our request to hold the July and August meetings at the Inlet School. Joanne will seek approval from the School Board for the Book Group to also meet at the school during July and August.

Jennifer reported that the Farm Stand continues every Tuesday and is doing well. A crochet class will be starting on September 23.

- b. Grants Update: Jennifer reported that the Lake Placid Education Foundation grant program had awarded \$2,000 towards the library's grant request entitled "Easy Access for All", for funding to assist with the automatic door project.

Joanne noted that at the last Inlet Town Board meeting there was discussion about the need for an automatic door for the post office, as well as a need for a generator for the entire post office/library building. At the Town Board meeting, it was suggested that the library and Town seek a combined grant for these projects.

Jennifer advised that she is setting up a method for follow-up reporting on grant projects.

Jennifer noted that the funds remaining from the 2024 Mohawk Valley Gives funding will be used for a new rug and small chairs for the children's area.

- c. Window Replacement Update: JoAnn advised that there is no further update as she has been unable to get an installation date from Todd Marleau. A certificate of insurance from Todd is still needed.
- d. Inlet Historical Society Presentation on Library: Sue received kudos from the Board for a wonderful presentation. Sue reported that Charles Herr has provided 30,000 files electronically to the Historical Society, and that Michael Beck also has a copy of these files.
- e. Fall Festival / September 20 - 21: The library will be open from 10:00 AM to 3:00 PM both days for this annual event. Mary Jane volunteered to assist Joanne on Saturday from 10:00 to 12:30; Mary Lou volunteered to cover the 12:30 to 3:00 time slot on Saturday; Becky volunteered to cover 10:00 to 12:30 on Sunday; and Sue Sharf has volunteered to cover the 12:30 to 3:00 time slot on Sunday.

Jeanne reported that the event has been posted on the library's FaceBook page and shared to the I Love Inlet page.

- f. Moose River Farm Read-In: Kim thanked everyone for their assistance with the event, which was a success, and reported that her mini-cow Iris was the hit of the day. The library received \$491 in donations. Sixteen adults and ten children attended. Jennifer took photos and will forward them to Joanne.
- g. Courtyard Sealing: Kim reported that the library had received an estimate from Quality Handyman Services, LLC of \$2,500 to pressure wash, fill cracks, and seal the courtyard. Kim noted that she was concerned with how the filled cracks would look, and that the entire courtyard really needed to be replaced. She questioned whether the \$2,500 was a wise expense if the plan was to replace the courtyard. Jeanne noted that it would reasonably take two to three years of planning and

arranging funding to replace the courtyard, and that she felt it would be wise to preserve the courtyard in the meantime as it will continue to deteriorate. Jeanne felt that the \$2,500 was a wise short-term investment while the library Board moves forward with researching replacement options.

Jeanne made a motion that the Board authorize hiring Quality Handyman Services LLC to power wash, fill cracks and seal the courtyard for the amount of \$2,500, plus approximately \$500 for materials, and furthermore, that the Board proactively begin to research options for replacement of the courtyard and possible funding options. The motion was seconded by Katie and approved.

Kim volunteered to chair a committee to start the research process, with Jeanne and Katie to assist as committee members.

- h. IABA Meeting on September 2: Kim reported that there were 12 attendees at the meeting, and thanked Jeanne for providing the refreshments.
- i. Budget Committee: Katie advised that the budget committee will meet on October 3 at 11:00 AM, and the budget will be presented to the Board at the October meeting.

#### 7. NEW BUSINESS:

- a. Continuing Education Training: Jeanne handed out a list of potential training programs (copy attached). The Board set the following schedule in order to complete the 2025 training requirements:  
Strategic Planning – Tuesday, October 14 at 2:30 PM  
Sexual Harassment Prevention Training – Wednesday, November 5 at 4:00 PM  
Building an Effective & Impactful Board Culture – Tuesday, December 2 at 2:30 PM
- b. Risley & Townsend Lease: Kim reported that Risley & Townsend notified her they will not be renewing the lease for the upstairs office. They would like to stay until the end of October. Katie noted that it would be beneficial for the Board to know the going rate for rental space, and that Heron Realty may be able to provide some input to the Board. Katie will contact Danicia Myers for information regarding rental property and will also inquire whether there is a realtor that would market the property. In seeking a new tenant, it will need to be made clear that the space is not handicapped accessible. Joanne will notify the Town of the upcoming loss of the tenant, that the Board will be seeking a new tenant, and whether there are any potential issues the Board should be aware of.
- c. Library Director Job Description: Jeanne will chair a committee to work on a new job description for the Library Director position. Committee members will be JoAnn, Sue, Jennifer and Mary Jane. Joanne will be consulted as an advisor to the

committee. In developing the job description, Jeanne noted that the committee will keep the library's goals as outlined in the Long-Range Plan in mind.

- d. Adirondack Kids Day / October 3 – 4: Joanne reported that the VanRippers will be doing a presentation on the Adirondack Kids series at the library on Friday evening (10/3) at 7:00 PM. Joanne will be serving ice-cream donated by Northern Lights, and Jeanne volunteered to help. On Saturday (10/4), the illustrator will be at the library from 10:00 to noon, and the Childrens Author's Book Fair will be from 1:00 to 2:30. Jennifer, Mary Jane, Sue and Jean volunteered to help on Saturday.  
Note: Following the meeting, a loon-banding presentation by Gary Lee was added to the schedule for Friday evening at 6:30 PM.
- e. Christmas Storytime: Jeanne reported that Jim Keough has suggested the library host a Christmas Storytime for children during the holiday season. Christmas stories could be read, and Christmas cookies served. Joanne suggested that children be encouraged to come in their pajamas. Kim will check with Melissa Quinn to see if she thought it was a good idea (i.e. – would people attend?) and if so, what is the best time to schedule the event. Sue will ask Adele the same questions. A possible date of December 5 was discussed.

OTHER:

Jeanne asked Joanne for an update on the sale of the prints donated by the Chambers. Joanne reported that two have been sold.

Next Regular Meeting will be Thursday, October 16, 2025 at 2:00 PM at the library

Meeting adjourned at 3:54 PM on a motion by Mary Jane, seconded by Jennifer.

Respectfully Submitted,  
Jeanne Wilson, Secretary