

## Minutes of the Inlet Public Library Board Meeting

Thursday, October 16, 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

Excused: Library Director Joanne Kelly

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 Katie, seconded by Mary Lou.
3. Approval of September Meeting Minutes: The previously distributed minutes were approved as presented on a motion by Mary Jane, seconded by Becky.
4. Approval of Treasurer's Report: (copy attached).

For September: Disbursements were \$1,964.45. Receipts were \$4,226.07. The checking account balance as of September 30, 2025 was \$39,968.56. The Certificate of Deposit balance was \$25,073.57. The total of all funds as of September 30, 2025 was \$65,042.13.

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

Katie reported that two CDs will be maturing in December and January and will be discussed at the November meeting.

5. Library Director's Report: Kim distributed Joanne's report (copy attached) and reviewed each item.
6. OLD BUSINESS:
  - a. Inlet Area Community Task Force: Jennifer reported that the Farm Stand has moved to fall hours of every other Tuesday from 3:00 to 5:00 PM. A needlework class has started. The gardens are being winterized. The IACTF is actively supporting the effort for a new door at the Post Office.
  - b. Grants Update: Jennifer reported that additional funds of \$3,000+ have been promised for the automatic door project by private donors. The library may also receive some funding from the Town for the project.

- c. Window Replacement Update: JoAnn reported that she met with contractor Todd Marleau, and he plans to complete the project by the end of October.
- d. Fall Festival: Katie reported that proceeds from the festival were \$120, down from \$206 in 2024, but noted that proceeds have fluctuated over the years. There was a discussion about extending the library's open hours during the festival to match the festival hours, instead of 10:00 AM to 3:00 PM.
- e. Courtyard Sealing: The courtyard has been cleaned, patched and sealed, as authorized at the September meeting. JoAnn shared an idea for the future of the courtyard, being to replace the courtyard with greenspace and a walkway, instead of all concrete. Kim suggested creeping juniper instead of grass. JoAnn noted that the Town may be able to assist with deconstruction of the existing courtyard. Mary Jane suggested enlarging an area of the walkway for the table. Jeanne noted that our funds are adequate to contract for mowing if necessary. Jeanne also noted that we have two to three years to research design options and explore funding sources before the courtyard will need further maintenance.
- f. Adirondack Kids Day: Kim reported she, Sue, Jeanne and Joanne attended the Friday evening presentations by Gary Lee and Gary VanRiper, and that both presentations were enjoyable. Other than library representatives and presenters, attendance was two children and three adults. There was a discussion of expanding the library's advertising for the Friday event next year.
- g. Office Space: Kim reported that Eva had provided the following information regarding the upstairs rental space: area is 760 square feet, propane costs approximately \$200 per month, electricity costs approximately \$50 per month. JoAnn noted that she spoke with Inlet Supervisor John Frey regarding the rental space, and as a result, the Town Board has waived the library's \$500 per month fee that was paid to the Town, the Town will winterize the space, have the billing for electricity transferred to the Town, and will take over the rental coordination. In addition, the Town will pay the \$309 bill from Amber for well services.
- h. Christmas Storytime: Kim reported that she had discussed the idea with Melissa Quinn, and Melissa thought it was a great idea. She liked the idea of children wearing their pajamas for the event and suggested an early Friday evening or Saturday/Sunday afternoon, but not December 5 or December 12 due to the hockey schedule.

Sue reported that she discussed the idea with Adele Burnett at the Information & Tourism Office. Adele thought it was a great idea and thought a Saturday afternoon would be best. Adele checked the events schedule and did not see any conflicts. Sue suggested that we invite community members to read.

A date of Saturday, December 6 at 4:00 PM was set for the event. It was (almost) unanimously decided that Jim and Lynn Keough will dress as Santa and Mrs. Claus. The Town has a Santa costume, and Sue will check with Trish Sehring about a Mrs. Claus costume. JoAnn will check with Patty Whitmire regarding cookies. If Patty is unavailable, it was agreed that Board members could make cookies. Hot chocolate will be served, and there will be candy canes for the children. The television will be used to display a fireplace and play carols. Jeanne has a collection of children's holiday stories, and the library has books as well.

7. NEW BUSINESS:

- a. 2026 Budget: Katie reported that the budget committee, comprised of Katie, Kim, Jeanne, Jennifer, JoAnn and Joanne, met on October 3. Katie distributed copies of the proposed 2026 Town of Inlet Public Library Budget and reviewed each line (copy attached). The proposed budget reflects changes regarding revenue and expense associated with the rental space, as that will no longer be a responsibility of the library. Expenses include \$8,600 for the automatic door project and \$400 to replace the inkjet printer with a laser printer to reduce toner costs.

The proposed expense budget for 2026 totals \$70,359, with use of \$11,209 from savings. Kim moved that the Board approve the proposed 2026 Town of Inlet Public Library Budget, seconded by Becky and approved.

- a. Advertising in Winter & Summer Guide: Katie moved that the Board authorize Joanne to renew the advertising in both the Winter and Summer Guides. Seconded by Sue and approved.
- b. Decorating for Christmas on Main Street: The Board set a date of Sunday, November 23 at 11:00 AM to decorate the library for Christmas on Main Street, which is scheduled for November 28 – 30.
- c. Gift wrapping during Christmas on Main Street: Kim reported that Joanne has suggested putting out the library's stock of gift-wrapping supplies during Christmas on Main Street to create a wrapping station for individual use. A flyer will be created to advertise the service and posted at Town Hall.
- d. Strategic Planning: As the library will need to update its Long-Range Plan in 2026, it is time to begin a strategic planning process. To kick off the process, the Board attended a strategic planning webinar on October 14. As suggested in the webinar, developing a "Board Vision" is the first step, and Jeanne asked each Board member to write down their vision for the library and bring their ideas to the meeting. Jeanne collected everyone's submittals and will compile a report to distribute to the Board

that will be used to develop the “Board Vision” for the new plan at the November meeting.

OTHER:

Joanne relayed that her laptop hardware is no longer supported by SALS. The laptop is five years old, and SALS has recommended it be replaced. There is a group order in the upcoming week, and the laptop can be replaced for \$1,210 with a three-year warranty, or \$1,410 for a five-year warranty. Kim made a motion that a new laptop be purchased with a five-year warranty for \$1,410, seconded by Sue and approved.

Katie reported that she had attended a Banned Book Reading at the Old Forge Library and found it enlightening. She was surprised by the books that have been banned in some areas, for instance *To Kill a Mockingbird*. Jeanne suggested the library assemble a shelf of banned books.

Jeanne reminded the Board of the next training, scheduled for November 5 at 4:00 PM. The topic will be Sexual Harassment Prevention Training, which is a required training for all Board members.

Next Regular Meeting will be Thursday, November 20, 2025 at 2:00 PM at the library

The library’s Annual Meeting is scheduled for November, and will be Thursday, November 20 at 1:30 PM at the library.

Meeting adjourned at 3:46 PM on a motion by Mary Lou, seconded by Sue.

Respectfully Submitted,

Jeanne Wilson, Secretary