

Minutes of the Inlet Public Library Board Meeting

Thursday, November 20, 2025

Members present: Sue Beck, Jean Bird, Jennifer Blakeman, Katie Chambers, Kim Egenhofer, Mary Jane Lasher, Mary Lou Reich, Jeanne Wilson, Library Director Joanne Kelly

Excused: Becky Hasemeier, Lynn Keough, JoAnn Meneilly

1. The meeting was called to order at 1:58 PM by President Kim Egenhofer
2. Adoption of Agenda: The previously distributed agenda was approved on a motion by Sue, seconded by Jennifer.
3. Approval of October Meeting Minutes: The previously distributed minutes were approved as presented on a motion by Mary Jane, seconded by Katie.
4. Approval of Treasurer's Report: (copy attached).

For October: Disbursements were \$4,771.24, which included a payment of \$3,080.00 to Quality Handyman Service LLC for repairing, cleaning and sealing the courtyard. Receipts were \$1,657.25. The checking account balance as of October 31, 2025 was \$36,854.57. The Certificate of Deposit balance was \$25,073.57. The total of all funds as of October 31, 2025 was \$61,928.14.

The October report was approved on a motion by Jean, seconded by Mary Jane.

5. Library Director's Report: Joanne distributed her report (copy attached) and reviewed each item. There was a discussion regarding the courtyard being slippery now that it has been sealed and with snow/ice arriving. Joanne has been keeping the courtyard treated with ice-melt, and the Town brought over sand to spread. Joanne has researched the purchase of heated mats. The Board directed Joanne to discuss heated mats with Mike Bartolotti of the Inlet Parks Department and to ask the department to spread sand when the library is not open. It was also suggested to ask the department to place a cone in front of the stairs, since a resident fell in that area after slipping on the ice.

6. OLD BUSINESS:

- a. Inlet Area Community Task Force: Jennifer reported that the Harvest Dinner went very well. The crochet class is ongoing. A gift tag class is planned for December. The Farm Stand is open every other week on Tuesdays. There will be a Salvation Army red kettle, set up in front of the gazebo on Friday and Saturday for Christmas on

Main Street, manned by Kiwanis members and Frozen Fire & Light Royalty; seeking volunteers from other organizations. An energy workshop is scheduled for November 20 at 5:30 in the Town Hall. The IACTF is working on a grant application to fund fencing around the community garden.

- b. Grants Update: Jennifer reported that \$8,500 is available for the automatic door project (\$2,000 from Lake Placid Educational Fund, \$3,500 from private donors, and \$3,000 from the Town budget). The vendor will need a purchase order to move forward, and the library will need a certificate of insurance from the vendor. Jennifer will coordinate with the electrician. Katie inquired whether a heater for the entryway may be needed to offset the door being open longer.

Jennifer reported that she heard the submission deadline for the Adirondack Generous Acts Grant is the end of February. Need to confirm.

The SALS Construction Challenge Grant will be coming up. A possible project would be the design work for the courtyard.

- c. Window Replacement Update: Joanne received a text from contractor Todd Marleau indicating that he has the project scheduled for the week of December 8.
- d. Christmas Storytime on December 6 at 4:00 PM: Sue reported that Adele Burnett is having difficulty locating the Mrs. Claus costume. The Santa costume is secured. Joanne has made up 15 gift bags with treats. Patty Whittmeyer will provide two-dozen Santa cookies. Jeanne reported that Jim Keough has picked up her Christmas books so that he can prepare. Joanne showed the flyer she has created for the event.
- e. Decorating for the Holiday Season: Due to scheduling conflicts, decorating was moved from Sunday, November 23 to Saturday, November 22 at 11:00 AM.

## 7. NEW BUSINESS:

- a. Oath of Office: Kim administered and renewed the oath of office to Jean Bird and Mary Jane Lasher. Both terms are for five years, which will expire in November 2030. Both Jean and Mary Jane signed the oath, and copies will be provided to the Town Board.
- b. Review of Certificates of Deposit: Katie reported that the thirteen-month certificate of deposit (CD) in the amount of \$20,000 will mature in December 2025. The seven-month CD in the amount of \$5,000 will mature in January 2026 and will be addressed at the January meeting.

Jeanne moved that the Board authorize the Treasurer to roll over the \$20,000 CD plus accrued interest maturing December 25, 2025 for another term of thirteen months, unless Community Bank has a better rate/term/instrument offer, in which case the Treasurer is authorized to invest those funds in the best option available. Seconded by Kim and approved.

- c. Readoption of Investment Policy: Katie reviewed the library's investment policy (copy attached) which needs to be readopted annually. The investment policy was readopted as presented on a motion from Mary Jane, seconded by Jennifer.
- d. Christmas on Main Street Staffing: The library will be open for this annual event on Friday, Saturday and Sunday (November 28 – 30) from 10:00 AM to 3:00 PM. Joanne has a craft project for the children, and the used book room will be open. Joanne does not anticipate needing help on Friday or Saturday, but Board members are encouraged to assist if available. However, Joanne does need to leave by 1:00 PM on Sunday. Sue offered to cover from 12:30 to 3:00 PM on Sunday
- e. Strategic Planning: At the October meeting, Board members provided written comments on their individual vision for the library. Jeanne compiled everyone's comments and, using AI, generated a mission statement for the library, as follows:

*“The Town of Inlet Public Library serves as a welcoming and inclusive hub where our community gathers to learn, connect, and grow.*

*We provide free and open access to books, digital resources, and technology, empowering lifelong learning and curiosity for people of all ages. Our library is a comfortable and safe space to read, relax, and engage with others, reflecting the heart of Inlet’s community life.*

*Through programs, partnerships, and open communication with local government and residents, we foster participation, creativity, and collaboration. Guided by stewardship and fiscal responsibility, we honor our donors and heritage while embracing innovation to meet the evolving needs of our community today and for generations to come.”*

With the completion of the mission statement, Step 1 of the planning process is complete. Step 2 is an assessment of local usage trends, utilizing circulation, program and technology usage data. Joanne provides the Board with data on usage monthly. There was a discussion of trends and potential changes to explore.

1. Joanne noted that movie rentals are down due to streaming;
2. Should the library expand hours to allow for evening availability? Joanne will run a test over the summer months by having extended hours two days/week and tracking usage during the expanded hours;

3. Should the library expand adult programming? Currently the monthly book group is the only adult program. Suggestions for adult programs include chair yoga classes, partnering with the lunch program to deliver books to those home-bound, and general technology instruction using SALS Senior Planet services.

Step 3 of the planning process is gathering input from the community. Jeanne will research and draft some targeted questions (with examples) to present to the Board at the January meeting. Suggested groups to approach include Town officials, seniors, book group and story-time mothers.

- f. Board Roster: Jeanne distributed an updated board roster (copy attached), and asked board members to advise of any changes.
- g. Banned Book Shelf: Joanne and Jeanne displayed the “Banned Book Shelf” they have created, to highlight books in the library’s collection that have faced censorship in other parts of the country, and to further highlight the library’s belief that individuals should be trusted to make their own decisions about what to read.
- h. Annual Board Dinner: There was a brief discussion about the annual dinner, and the Board will revisit this topic in the spring.

OTHER:

Jeanne reminded Board members about the next training, which will be on Tuesday, December 2 at 2:30 PM in the library. This training will last approximately 1.5 hours, and the topic is “Building an Effective and Impactful Board Culture”.

Next Regular Meeting will be Thursday, January 15, 2026 at 2:00 PM at the library

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

Respectfully Submitted,

Jeanne Wilson, Secretary