

Minutes of the Inlet Public Library Board Meeting

Thursday, January 15, 2026

Members present: Sue Beck, Jennifer Blakeman, Kim Egenhofer, Becky Hasemeier, Lynn Keough, Mary Lou Reich, Jeanne Wilson, Library Director Joanne Kelly

Excused: Jean Bird, Katie Chambers, Mary Jane Lasher, JoAnn Meneilly

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 Jennifer, seconded by Becky.
3. Approval of November Meeting Minutes: Sue noted one change to the previously distributed minutes, as follows: under item6(d) Christmas Storytime, Sue was coordinating with Adele Burnett, not Trish Sehring on the Mrs. Clause costume. The previously distributed minutes were approved with this one change on a motion by Mary Lou, seconded by Sue.
4. Approval of Treasurer's Report: (copies attached).

For November: Disbursements were \$385.93. Receipts were \$3,504.76, which included a \$3,000 donation for the automatic door project. The checking account balance as of November 30, 2025 was \$39,973.40. The Certificate of Deposit balance was \$25,073.57. The total of all funds as of November 30, 2025 was \$65,046.97.

The November report was approved on a motion by Jeanne, seconded by Becky.

For December: Disbursements were \$782.66. Receipts were \$901.00. The checking account balance as of December 31, 2025 was \$40,091.74. The Certificate of Deposit balance was \$25,073.57. The total of all funds as of December 31, 2025 was \$65,165.31.

The December report was approved on a motion by Jeanne, seconded by Sue.

5. Library Director's Report: Joanne distributed her report (copy attached) and reviewed each item. Kim moved that the library again purchase an ice sculpture for the courtyard for Inlet's Frozen Fire & Lights for a cost of \$350.00. Seconded by Jennifer and approved.

The Board requested that Joanne be present for the meeting between Todd Marleau and Andersen Windows on Tuesday, January 20 regarding the bowing of the trim on the bottom of each window, and report back to the Board.

6. OLD BUSINESS:

- a. Inlet Area Community Task Force: Jennifer reported that the Farm Stand will be on hold for the month of February. Jennifer reported that Connie Perry is heading an initiative regarding food security in our community. How to reach people that really need it, but may be too proud to ask for help? Jennifer asked that the Board think about how the library can support the initiative.
- b. Grants Update: Automatic Door Project: Jennifer reported that the electrical work has been completed. Jennifer had additional information on the design from the company in response to questions from the Board on the design plans she forwarded: both the inside and outside left-hand doors will swing open together when activated; the exterior switch will be mounted on the left-hand pole outside; the interior switch will be mounted beside the inside door; there will be minor modifications to the trim, and the contractor will do their best to limit impact; solid blocking is likely not needed as long as there is an adequate door header and framing. At the meeting, Joanne had an additional question regarding how the doors would work when the library was closed and the inside door locked, since the doors are set to swing together. Jennifer was fortunately able to contact the company during the meeting for the answer to this question. The company advised that the power to the inside door should be turned off when the inside door is locked so the switch will only activate the outside door. Kim made a motion to approve the project design as presented and discussed. Seconded by Lynn and approved. Kudos to Jennifer for her work on moving the project forward.

Adirondack Community Foundation grant program: Jennifer reported that the deadline for the grant is February 4, and she plans to apply for funding for the architectural design changes to the courtyard, as well as the interior of the library. She has contacted architect Jeanne Whyte and is awaiting a response. It was suggested that Corcorans and Kane Landscaping may be other consultants to contact. Joanne noted that Mike Bartolotti would like to be involved in planning for the courtyard, since it will be the Town's responsibility to maintain.

NYS Construction grant program: Jennifer reported that the deadline for the grant is in August, and she anticipates using the outcome of the architectural design work to apply for construction funding. Jennifer, Katie and Lynn will serve on the construction grant committee. Kim, Jeanne and JoAnn will serve on the courtyard design committee.

- c. Window Replacement Update: The project is completed! Kim noted that the final cost was approximately \$1,000 more than quoted, due to the decision to stain the newly installed windows in addition to applying urethane.

- d. Christmas Storytime on December 6: All agreed that this was a wonderful and successful event, with 15 children and 15 adults in attendance. Sue suggested that for next year the story portion of the event and the refreshments portion be separated to avoid cocoa spillage on the carpet as occurred this year. It was also suggested that we limit to two stories. Efforts will be made to acquire a more suitable Santa beard that will make story-reading easier. Another suggestion was to have Mrs. Claus or an elf read, with Santa handing our gift bags as children leave. Including the Santa cookies in the gift bags was generally felt to be a good idea. Next year it would be nice to include a little gift in the bags (like a rubber duck sporting a Santa hat). The 2026 Christmas Storytime has been scheduled for Saturday, December 5 at 4:00 PM.
- e. Review of Certificate of Deposit Maturing in January: Jeanne moved that the Board authorize the Treasurer to roll over the \$5,000 certificate of deposit (CD) plus accrued interest maturing January 25, 2026 for another term of seven 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.
- f. Training Update: Jeanne distributed the finalized training spreadsheet for 2025 (attached), and commended Board members on completing the required training. The Board will commence 2026 training later this year.
- g. Risley-Townsend Rent: Kim reported that Risley-Townsend have vacated the rental space over the Post Office, and the space has been turned over to the Town. Rent was paid through October 1, and the Board agreed that no additional rent will be requested for the weeks of occupancy until the space was totally vacated.

7. NEW BUSINESS:

- a. Strategic Planning: Step 3 of the planning process is gathering input from the community. To complete this process, Jeanne suggested focus group discussions with the following: Town officials (Town Supervisor, Town Clerk, Town Board members); young parents; seniors (both year-round residents and summer residents); library book group. It was also suggested that the IABA would be a beneficial group to query. Board members are encouraged to attend the focus group discussions. Jeanne will ask JoAnn to be part of the discussions with Town officials. Joanne will assist with the young parent group. Joanne will reach out to Jill Marsh, IABA Chair, about scheduling time with the IABA members. The library book group discussion can occur during a regular meeting, preferable during the summer when attendance is greater. It was suggested that Patty Whittmeyer, Jean Bird and Mary Jane Lasher might be valuable in suggesting participants for the senior focus group. Jeanne distributed a set of discussion questions, one for each targeted focus group (copies attached).

OTHER:

Jeanne noted that the Adirondack Express had published the library's annual "Report to the Community" in its entirety in a recent edition.

Jeanne updated the Board on the status of drafting a job description for the Library Director position. In starting the strategic planning process, Jeanne felt that the initiatives developed as part of the strategic plan may impact the focus of some of the duties of the Library Director, and as such, it seemed wise to complete the strategic planning process before proceeding with the job description.

Lynn advised that Ellie Andrew's family will be moving Ellie to a care facility in Bridgewater, NJ, close to other family members. Lynn will share Ellie's new address when it is available.

Kim shared that Moose River Farm will be sponsoring a showing of the movie "Secretariat" at the Strand Theater in Old Forge on January 16 at 4:45 PM, in memory of a horse the farm lost last year that was a grandson of Secretariat.

Next Regular Meeting will be Thursday, February 19, 2026 at 2:00 PM at the library

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

Respectfully Submitted,

Jeanne Wilson, Secretary