Minutes of the Inlet Public Library Board Meeting

Thursday, August 20, 2026

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

Excused: None

1. The meeting was called to order at 2:00 pm by President Kim Egenhofer.

2. Adoption of Agenda: The following changes were made to the previously distributed agenda: meeting location for September meeting corrected from the Inlet School to the library; a follow-up discussion regarding library copiers was added as item (j) under old business. The amended agenda was approved on a motion by Sue, seconded by Becky.

3. Approval of July Meeting Minutes: The previously distributed minutes were approved on a motion by JoAnn, seconded by Sue.

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

   For July: Disbursements were $2,358.25. Receipts were $912.25. The checking account balance as of July 31, 2026, was $21,190.39. The Certificate of Deposit balance was $45,981.22. The total of all funds as of July 31, 2026, was $67,171.61.

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

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

   The Board approved a request by local author Heather Levi to hold a book signing at the library on Saturday, August 29 from10:00 am to noon. Jeanne will post the event on FaceBook and the library website. Any additional advertising will be the responsibility of the author. The library staff will not participate in any sale of books, as that will be the responsibility of the author.

   In regard to Joanne's question about cleaning or replacing the rug in the children's area, after discussion, Kim made a motion to replace the carpet in the children's area using grant funds received from Mohawk Valley Gives. Seconded by Jeanne and approved.

6. OLD BUSINESS:

   a. Inlet Area Community Task Force: Jennifer reported that the gardens are doing well. The task force has been active in the Fern Park Committee researching grant opportunities and attending Town Board meetings to stay up to date on post office renovations.

   b. Grants Update: Jennifer reported the library was awarding a $2,000 grant from the Adirondack League Club Adirondack Community Grant Fund to update furniture, books and puzzles for the children's area.

c. Strategic Planning: Upon completion of all five focus group discussions, each Board member and the Library Director were asked to analyze the input and come to the August meeting with a proposed list of goals based on the input. At the meeting, each Board member and the Library Director shared the ideas they had developed. Jeanne will consolidate everyone's input into proposed goals.

   Jeanne distributed a draft copy of the 2027 – 2031 Five-Year Strategic Long Range Plan and asked each Board member and the Library Director to review the draft plan for discussion at the September meeting, with a goal of finalizing the plan at the September meeting, with formal adoption occurring the October meeting.

d. New Minimum Standards: Katie distributed a handout from SALS regarding policy templates and noted that the library already has some of the required policies (although they may need to be updated) and is in need of drafting four new policies – Personnel Policy, Code of Conduct Policy, Disaster Preparedness Policy and Financial Control Policy. Utilizing a template provided by SALS, as well as the Utica Public Library policy, Katie had prepared a draft of the Code of Conduct Policy, and asked Board members and the Library Director to review the draft for discussion at the September meeting.

   Katie will set up a telecom meeting with SALS Executive Director Kim Bolan, to be attended by Katie, Kim, Jeanne and Joanne, to discuss the current interdependency between the library and the Town, and the possibility of continuing the relationship utilizing a Memorandum of Understanding to formalize the responsibilities.

e. Dusty Book Report: Joanne reported that books on the report are being pulled from the shelves as time allows by library assistants Debbie Haynes and Holly Koeppe.

f. Story Time: Joanne reported that the weekly story time on Friday mornings at 10:30 am are going well, with attendance varying from 1 to 2 children, up to 13 children.

g. Wild Center Pass: Joanne reported that use of the pass is going well, with users understanding and obeying the 24-hour return requirement. As such, Joanne did not order a second pass as discussed at the August meeting, feeling it was not necessary.

h. Ice Cream Social: Kim reported that the annual ice cream social, held on Sunday, August 2 was extremely successful, with 169 sundaes being served – a new record, and thanked everyone involved. The success required two trips to Kalil's to purchase extra ice cream and hot fudge, as well as closing 15 minutes early because supplies were exhausted. The event gathered $581.74 in donations, $222.00 in used book donations, for a total of $803.74. Kudos everyone!

i. Arts in the Park: The libraries used book room was open from 10:00 am to 3:00 pm for this annual event held on Saturday and Sunday, July 18 and 19. Joanne reported that library visitors were minimal, with $192 being collected in used book donations.

j. Library Copiers: Following up on a discussion from the July meeting regarding the cost of toner for the library printers, after investigation, it was learned that the library is already utilizing color laser printers, and SALS did not have any other more economical options.

7. NEW BUSINESS:

a. Insurance Policy Renewal: Katie reported that the cyber security policy, director/officers policy, employees policy and crime policy are due for renewal, and that there are no rate increases. Katie made a motion to renew the four listed policies, seconded by JoAnn and approved.

b. Certificate of Deposit: Jeanne made a motion that the Board authorize the Treasure to roll over the five thousand dollar ($5,000) certificate of deposit (CD) plus accrued interest maturing on August 25, 2026, for another term of seven (7) 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. Credit Card Limit: At the July meeting, Joanne requested an increase to the spending limit on the credit card (currently $500) due to the high cost of purchasing printer toner cartridges. Joanne will disperse toner purchases throughout the year instead of one large purchase, so the purchase does not exceed the existing credit card limit, and an increased spending limit is not needed.

d. Annual Library Board Dinner: The annual dinner will be held on Wednesday, September 23 at the home of Jean Bird. The menu will be discussed at the September meeting.

e. Moose River Farm Read-In: Kim reported that Anne Phinney has offered to hold another read-in to benefit the library at Moose River Farm. The Board discussed a tentative date of Saturday, October 10 from 1:00 to 3:00 pm. Kim will check this date with Anne and report back.

OTHER:

Scholastic Literacy Partnership: Joanne reported that she had received information from Scholastic Books regarding their Scholastic Literacy Partnership, a program that provides books to libraries at a discounted rate. These books are not meant to be added to the collection but instead given away by the library. There is no cost/obligation to join the program. Joanne will investigate the program further.

Next Meeting will be Thursday, September 17, 2026, at 2:00 pm at the library

Meeting adjourned at 3:51 pm on a motion by JoAnn, seconded by Becky.

Respectfully Submitted,

Jeanne Wilson, Secretary