

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
February 13, 2020

Trustees present: President Noreen Patterson, Vice-President Emily Young, Treasurer Fred Wall, Karen Brandt, and Secretary Whitney Smith.

Staff present: Library Director Natalie Curran.

A. Call to Order

Noreen Patterson called the meeting to order at 9:08 am.

B. Approval of Agenda

Emily Young moved to approve the agenda. Fred Wall seconded. Motion carried.

C. Approval of Minutes

Whitni Smith moved to approve the November meeting minutes. Noreen Patterson seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Fred Wall gave the report. The account is in good shape. The library received a \$6,000 donation from the village. The library also received a \$4,000 donation from Oswego County and \$1,000 from the Schwabb Charitable Trust. Karen Brandt moved to approve the treasurer's report. Noreen Patterson seconded. The motion carried.

2. Director's Financial Report

Natalie Curran gave the report. Everything is as expected. Shelves were purchased for the storage room. Natalie Curran restocked for upcoming programs. Whitney Smith moved to approve the Director's Financial Report and supporting documents. Karen Brandt seconded. The motion carried.

3. Director's Notes

- a. Drulyk Construction ordered the doors and materials to replace the back doors and door frames. The cost of the repairs will be \$7,312, the left over money from the construction grant the library received from New York State.
- b. The library will be closed Monday, February 17 for President's Day.
- c. The Annual Report has been submitted to NCLS. Fred Wall made a motion to approve the Annual Report. Noreen Patterson seconded. Motion carried.
- d. Falso Service Experts submitted a service contract proposal to service the A/C units and the furnaces twice a year. This entails replacing the filters and intakes and inspecting the outsides in the fall and the spring for a cost of \$598 annually. Emily Young moved to accept the proposal for the service contract. Fred Wall seconded. Motion carried.
- e. The March meeting conflicts with the JAB/DO meeting and Natalie Curran would like to attend that meeting. The Board decided to have an "Email Meeting". Documents to be discussed/voted on will be emailed out the week of Mar 9th, with board approvals emailed back by Mar 12th.

- f. Natalie Curran has met with Lynn Minney to begin logo design. Natalie Curran suggested having her come to the April 9th Board of Trustees meeting to show the various designs created.
- g. Natalie Curran has met with Liz from Discovery Daycare to plan the unveiling of the Little Free Library Bus. The tentative dates are May 7th or 8th at 10am. A plaque will be purchased from Nami's Engraving in Baldwinsville to acknowledge that the funds were provided by Senator Pattie Ritchie. The Library Board, Angela Newman, Susan Mitchell and library staff will be invited.
- h. February break plans: Tuesday, February 18th: 1pm Sled Dogs
Wednesday, February 19th: nothing as of yet
Thursday, February 20th: nothing as of yet
Friday, February 21st: 11am Story Time
Saturday, February 22nd: 11am Ice Queen and Snow Princess

F. Old Business

- 1. Policies almost complete, only 5 left to be voted on.
- 2. An Employee Handbook with job descriptions and evaluation forms is being created as well as a Village Policy Handbook.
- 3. A Strategic Plan (as required by NCLS and NY State) will be next to be created.
- 4. Natalie Curran will make Google email addresses for the board members.

G. New Business

- 1. A map of the town of Schroepfel was found in the storage room. Karen Brandt made a motion to donate the map to the Schroepfel Historical Society. Noreen Patterson seconded. Motion carried.

H. Open Forum

None

I. Adjournment

Karen Brandt moved to adjourn. Fred Wall seconded. Motion carried.

The meeting was adjourned at 10:02 a.m.

The next meeting is scheduled for Thursday, April 9, 2020 at 9 a.m. at the Phoenix Public Library.

Respectfully submitted,

Whitni Smith

Secretary

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Agenda
April 9, 2020

REGULAR MEETING

- A. Call to Order
- B. Adoption of Agenda
- C. Approval of Minutes
- D. Public Comments
- E. Reports to Board
 - 1. Treasurer's Report
 - 2. Director's Financial Report
 - 3. Director's Notes
- F. Old Business
- G. New Business
- H. Open Forum
- I. Adjournment