

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
January 9, 2020

Trustees present: President Noreen Patterson, Vice-President Emily Young, and Treasurer Fred Wall.

Staff present: Library Director Natalie Curran.

Trustee absent: Karen Brandt and Secretary Whitney Smith.

A. Call to Order

Noreen Patterson called the meeting to order at 9:10 am.

B. Approval of Agenda

Emily Young moved to approve the agenda. Noreen Patterson seconded. Motion carried.

C. Approval of Minutes

Fred Wall moved to approve the December meeting minutes. Emily Young seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Fred Wall gave the report. Bills are paid up. Operating account is lower than normal due to paying furnace replacement costs that will be partially reimbursed with grant funding. Emily Young moved to approve the treasurer's report. Noreen Patterson seconded. The motion carried.

2. Director's Financial Report

There were no unexpected expenses in December. Noreen Patterson moved to approve the Director's Financial Report and supporting documents. Fred Wall seconded. The motion carried.

3. Director's Notes

- a. Left over money (\$7,312) from the construction grant: Natalie Curran presented the proposal from Drulyk to replace the back doors. The proposal came in at \$7,312. The trustees have decided to move forward with the project.
- b. Library Closures: December 18 the library closed at 3 pm due to inclement weather. Natalie Curran and Fred Wall made the decision to close at that time.
- c. Holiday Hours – Library Closed Monday, January 20, 2020
- d. The Ice Queen Story Time went very well. Natalie Curran plans to book additional story times with other princesses.
- e. The staff holiday celebration was held on Monday, December 23, 2019. The food was purchased from local restaurant Duskee's.
- f. Natalie Curran asked to purchase a metal storage shelf for the utility room and a new paper shredder to replace the broken one. Noreen Patterson moved to approve the purchase of the biggest shelf and the best paper shredder. Fred wall seconded. Motion carried.

F. Old Business

1. Policies almost complete.

G. New Business

1. Natalie Curran will meet with Lynn Minney to continue the process of creating a library logo.
2. The library will offer AARP Tax Preparation again this year. The set up will be different from previous years. The library staff will be making the appointments for the tax preparers.

H. Open Forum

None

I. Adjournment

Emily Young moved to adjourn. Fred Wall seconded. Motion carried.

The meeting was adjourned at 10:00 a.m.

The next meeting is scheduled for Thursday, February 13, 2020 at 9 a.m. at the Phoenix Public Library.

Respectfully submitted,

Natalie Curran

Director

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Agenda
February 13, 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