

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
June 11, 2020

Trustees present: Noreen Patterson, Fred Wall, Emily Young, Karen Brandt and Whitney Smith. VIA ZOOM
Staff present: Library Director Natalie Curran. VIA ZOOM

A. Call to Order

Noreen Patterson called the meeting to order at 1:03 pm.

B. Approval of Agenda

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

C. Approval of Minutes

Noreen Patterson moved to approve the minutes from May. Emily Young seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Fred Wall gave the report. Accounts in good shape. Waiting on state funds from the construction, hoping to get monies from the school district. Emily Young moved to accept the May Treasurer's Report. Noreen Patterson seconded. Motion carried.
2. Natalie Curran gave the report. Nothing unusual to report. Noreen Patterson moved to accept the May Director's Financial Report. Fred Wall seconded. Motion carried.

F. Resolutions

1. Fred Wall moved to approve the Pandemic Emergency Closure Policy. Emily Young seconded. Motion Carried.
2. Noreen Patterson moved to approve the Infectious Disease Control Policy. Whitney Smith seconded. Motion carried.
3. Emily Young moved to approve the Curbside Takeout Policy. Fred Wall seconded. Motion carried.
4. Fred Wall moved to approve the changes made to the Library Reopening Policy and associated spreadsheet. The changes included adding a service level and clarifying restroom and meeting room usage at each level. Whitney Smith seconded. Motion carried.
5. Fred Wall moved to approve the Library Reopening Resolution and Policy Modification. Noreen Patterson seconded. Motion carried. Resolution includes curbside pickup, free Wi-Fi service from the parking lot, no public access to the interior of the building, no programming held indoors, and the posting of policies and changes on the website.
6. Discussion on the Telecommuting Policy. Karen Brandt moved to approve the edited policy. Emily Young seconded. Motion carried.
7. Discussion on sneeze guards. A few quotes have been received from local businesses on the construction and installation of guards. The board discussed the possibility of making physical changes to the circulation desk, making it taller, which would then change the style of sneeze guards required. Natalie Curran will pursue additional options for changing the circulation desk and then consult a carpenter/contractor with the various ideas. Any new desk design must still have a book drop, shelving for the staff, and two computer stations.
8. Natalie Curran talked about using the programming budget to purchase supplies to crate family grab-n-go kits to take home. Supplies would include glue sticks, scissors, etc.

9. Natalie Curran talked about continuing to purchase new books and media for the library on several topics because the patrons will only have access to materials from the Phoenix Public Library.
10. The Phoenix Public Library will be sharing reading programs from other Oswego County libraries, including story walks.
11. There will be no end of summer program for the Phoenix Public Library.

G. Adjournment

The meeting was adjourned at 1:58 p.m.

The next meeting is scheduled for Thursday, June 25, 2020 at 1 p.m. via ZOOM.

Another meeting is scheduled for Thursday, July 9, 2020 at 9 a.m. at the library.

Respectfully submitted,

Whitni Smith

Secretary

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Agenda
July 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