

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
May 14, 2020

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

A. Call to Order

Noreen Patterson called the meeting to order at 1:05 pm.

B. Approval of Agenda

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

C. Approval of Minutes

Karen Brandt moved to approve the minutes from March. Fred Wall seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Emily Young moved to accept the March Treasurer's Report. Karen Brandt seconded. Motion carried.
2. Karen Brandt moved to accept the April Treasurer's Report. Emily Young seconded. Motion carried.
3. Fred Wall moved to accept the March Director's Financial Report. Emily Young seconded. Motion carried.
4. Fred Wall moved to accept the April Director's Financial Report. Emily Young seconded. Motion carried.

F. Resolutions

1. Noreen Patterson moved to change the tax cap request to a 0% increase due to current events. Natalie will let Karl Seckner know of the Board's decision as soon as the meeting is over. Fred Wall seconded. Motion carried.
2. Noreen Patterson moved to form a pandemic response planning committee. Whitney Smith seconded. Motion carried.
3. Karen Brandt moved to transfer \$20,000 from the capital fund to the operating fund to cover expenses. Noreen Patterson seconded. Motion carried.
4. Noreen Patterson moved to have June 29 be a tentative date to open for curbside pickup in accordance with state and local government guidelines and the ability to ensure the staff has proper PPE and cleaning supplies. Fred Wall seconded. Motion carried.
5. Noreen Patterson moved to continue to be fine free for the duration of the pandemic. Emily Young seconded. Motion carried. Fine free applies to late fees only, not fines for lost or damaged items.
6. Noreen Patterson moved to pay any staff member their regular scheduled hours for a 2 week period should they be required to quarantine themselves following an exposure to COVID-19. Karen Brandt seconded. Motion carried.
7. Noreen Patterson moved for the library to operate with reduced hours during curbside pickup. The library will be open a minimum of 20 hours in accordance with nYS Minimum Standards. The staff will be notified that schedules and hours of operation may change due to the changing pandemic situation. Fred Wall seconded. Motion carried.
8. The library director has been in contact with the board and at this point plans to continue running the library despite the changes to the job.

9. Noreen Patterson moved to accept the COVID-19 Reopening Phased Procedure plan. Emily Young seconded. Motion carried.

G. New Business

The Pandemic Response Planning Committee will meet on Thursday, May 21 at 1p.m.

H. Adjournment

The meeting was adjourned at 1:22 p.m.

The next meeting is scheduled for Thursday, June 11, 2020 at 1 p.m. via ZOOM.

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