

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
April 22, 2021

Trustees present: Noreen Patterson, Emily Young, Fred Wall, and Whitney Smith (all Via ZOOM).

Trustee absent: Karen Brandt

Staff present: Library Director Natalie Curran.

A. Call to Order

Noreen Patterson called the meeting to order at 9:02 a.m.

B. Approval of Agenda

Emily Young moved to approve the agenda. Whitney Smith seconded. Motion carried.

C. Approval of Minutes

Fred Wall moved to approve the minutes from March 25, 2021. Noreen Patterson seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Fred Wall gave the report. The operating account has \$56,000. The capital and reserve accounts are ok. There is approximately \$10,000 going out each month with nothing coming in until around September. It would be important to determine the actual purpose of the capital account. A 2017 auditor put 2 CD's into the capital account equaling about \$20,000. It may be necessary to meet with the village to determine the purpose of the account and the source of the money it. Noreen Patterson moved to approve the treasurer's report. Emily Young seconded. Motion carried.

2. Director's Financial Report

Natalie Curran gave the report. All expenses are what was expected for the month. The cost of the snow and ice removal from the roof was in the statements, totaling \$2300. Fred Wall moved to approve the Director's Financial Report and supporting documents. Whitney Smith seconded. Motion carried.

3. Director's Report

- a. Hours are M-F 10am to 4pm, Saturday 9-noon. The library is offering curbside pickup of books and crafts. The library is also offering free printing, copies, faxing, and Book Bundles.
- b. NCLS held a Director's Meeting on April 21. NCLS will no longer be merging any other library systems. There are still 2 years left on the ILS (Sirsi Workflows) contract. There will a JAB meeting on April 28 to discuss other cost effective options.
- c. Natalie Curran is still working on the Minimum Standards Strategic Plan.
- d. NCLS has offered an extension on the creation of the new websites due to the various changes seen by the libraries.
- e. There is no new leaking from the roof. Natalie Curran has had some difficulty getting any roof contractors to come look at the roof. The board agreed to a wait and see approach to the roof. Natalie Curran will make sure any damaged ceiling tiles are replaced prior to letting patrons return to the interior of the library.
- f. The book sale is being set up and has already been advertised.
- g. The Century Club is hosting a fundraiser for the library at Oliver Paine's Greenhouse. The library will help hand out fliers and advertise on the website and social media.

- h. Oswego County Libraries will have their next meeting on May 13 at 6:30p.m. Board members are welcome to attend either in person or virtually. Elections will be held at this meeting as well as discussions about summer plans.
- i. Natalie Curran would like to reopen the interior of the library to patron son May 3. Curbside pickup will remain in place.
 - i. The library will allow up to 25 people at a time which is 50% capacity at 30 min visits.
 - ii. 16 people in the community room.
 - iii. 5 people in the community room at a time for the book sale.
 - iv. The bathrooms will be locked.
 - v. NYS suggests quarantine of materials for 24 hours. Noreen Patterson moved to change the library's quarantine to 24 hours until the next board meeting. Emily Young seconded. Motion carried.
 - vi. There are 5 computers, 6 feet apart with "needs to be cleaned" signs
 - vii. Upholstered chairs will be stored, wood chairs will be one per table.
 - viii. No toys.
 - ix. Hand sanitizers will be placed strategically.
 - x. Story time, if held, will be outdoors using blankets or hula hoops to designate the appropriate distance.
 - xi. No programs in May.
 - xii. Fine free continues. Faxing and printing charges will be reinstated upon allowing patrons inside.

F. Old Business

None

G. New Business

None

H. Open Forum

None

I. Adjournment

Noreen Patterson moved to adjourn the meeting. Fred Wall seconded. Motion carried.

The meeting was adjourned at 9:39 a.m.

Natalie Curran will email out details on the next meeting when it is scheduled.

Respectfully submitted,

Whitni Smith

Secretary

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Agenda
May 27, 2021

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