

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
August 12, 2021

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

A. Call to Order

Noreen Patterson called the meeting to order at 9:01 a.m.

B. Approval of Agenda

Karen Brandt moved to approve the agenda. Noreen Patterson seconded. Motion carried.

C. Approval of Minutes

Fred Wall moved to approve the minutes from July 15, 2021. Fred Wall seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Fred Wall gave the report. The accounts are doing well. There is \$29,856 in checking. Noreen Patterson moved to approve the treasurer's report. Emily Young seconded. Motion carried.

2. Director's Financial Report

Natalie Curran gave the report. There were no big expenditures this month. The spending on programming was a little larger than normal, which was expected. Karen Brandt moved to approve the Director's Financial Report and supporting documents. Whitney Smith seconded. Motion carried.

3. Director's Report

- a. Hours are Monday, Thursday, and Friday 10am to 4pm, Tuesday and Wednesday 10am to 6pm.
 1. September hours will be Monday, Thursday, and Friday 10am to 5pm, Tuesday and Wednesday 10am to 6pm, and Saturday 9am to noon.
 2. Fall hours will start on Labor Day.
- b. Natalie Curran is still working on the Minimum Standards Strategic Plan.
- c. Natalie Curran is still working on the new websites.
- d. There are 4 logo proofs to choose between. The board discussed the 4 options and suggested seeing them in black and white. There was also the suggestion of changing the font on one of the choices.
- e. Four security cameras have been installed, free of charge. There are 2 more remaining to be installed.
- f. Natalie Curran is waiting to hear back about the construction grant final review. At that point the paperwork will need to be submitted and then the library should receive the check.
- g. The library is looking to get a new vendor, away from Brodart. They have been difficult to work with when requesting newly released books. Natalie Curran consulted with NCLS and other libraries who all suggested switching to Ingram. The prices are comparable and new releases are received prior to the release date.
- h. Summer reading: 97 adults and 148 children registered.
- i. Board meeting dates for the rest of 2021, all at 9am.
 1. Sept 9
 2. Oct 14
 3. Nov 4

4. Dec 9
- j. Holiday Closures:
1. Sept 6 – Labor Day
 2. Nov 11 – Veterans Day
 3. Nov 25, 26, and 27 – Thanksgiving
 4. Dec 24 and 25 – Christmas
 5. Dec 31 and Jan 1 – New Year’s
- k. The Village has a new employee handbook, the board discussed how to change the library bylaws to reflect the changes in the new handbook concerning paid holidays and vacation time. Karen Brandt moved to amend the library bylaws effective August 12, 2021 regarding vacation and holiday leave. Noreen Patterson seconded. Motion carried. The changes can be viewed in the bylaws on the library website.
- l. Centennial Celebration
1. Noreen Patterson suggested a story walk of the history of the library with the assistance of the Century Club.
 2. Other activities include arts and crafts for the children, a reveal of the library’s new logo, a yearlong reading challenge, and an online fundraiser for gear with the new logo.
 3. The date of the event will be September 25th, 2021 from 9am to noon with the reveal at 11am (the actual Centennial is the 22nd). Dignitaries will be invited to attend.
 4. Karen Brandt suggested contacting Graphics Warehouse about the creation of a sign for the front of the library for the event.
- m. Use of the Century Room- The room usage will be limited to library sponsored events. Masks will be required, as well as disinfection after use. The room will be kept at 50% capacity, which is equal to 16 people. The library sponsored events are Century Club, Knitting Club, Card Making Club, and Book Club. Karen Brandt moved to restrict the usage of the Century Club room as described above, Emily Young seconded. Motion carried.

F. Old Business

None

G. New Business

1. Selma Rolland has plaques to donate
2. Dick monies will be used to purchase a bench for outside the library.
3. Emily Young suggested Natalie Curran look into the library possibly getting a pass for patrons to the Oswego Children’s Museum.
4. Also looking into the Empire pass.

H. Open Forum

None

I. Adjournment

Whitni Smith moved to adjourn the meeting. Noreen Patterson seconded. Motion carried.

The meeting was adjourned at 10:15 a.m.

The next meeting will be held in person at the library on September 9th, 2021 at 9a.m.

Respectfully submitted,

Whitni Smith

Secretary

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Agenda
September 9, 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