

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
December 1, 2020

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 1:03 p.m.

B. Approval of Agenda

Whitni Smith moved to approve the agenda. Fred Wall seconded. Motion carried.

C. Approval of Minutes

Fred Wall moved to approve the minutes from November 2, 2020. Noreen Patterson seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Fred Wall gave the report. Capital account has \$43,813.21. Operating account has \$103,739.93. Reserve account has \$34,168.97. The accounts look good, now that the majority of the grant money from NCLS/NY state has come in. The rest of the grant money will hit the accounts in a few years after the grants from 2019 are closed out. Noreen Patterson moved to approve the treasurer's report. Whitney Smith seconded. Motion carried.

2. Director's Financial Report

Natalie Curran gave the report. All expenses are what was expected. Window cleaning was done. Program budget is maxed out due to the purchase of the stuffed animals for the latest project. Fred Wall moved to approve the Director's Financial Report and supporting documents. Noreen Patterson seconded. Motion carried.

3. Director's Report

- a. NCLS will fix the camera issue (the laptop was ordered without a camera). The IT department at NCLS is waiting for permission from DELL to modify the laptop without voiding the warranty.
- b. Library hours are Monday through Friday 10 a.m. to 4 p.m. Saturday 9 a.m. to 12 p.m. Library is offering curbside pickup of materials, crafts (48 craft kits last week), free printing, copying, and faxing. Book bundles for children have begun to be offered.
- c. Dawn from NCLS is helping Natalie amend the grant to include the construction plans for the rear doors.
- d. The cleaning company has resigned. They couldn't maintain staffing to keep up with the demand. Due to the library not being open to the public, Natalie will look for a new company in a few months. Until then, the staff will get paid for any additional time spent vacuuming.
- e. There was discussion about allowing Al Mosier into the library for the tax preparation.
- f. Insurance costs are listed as \$1920 in the budget. It needs to be amended to \$3250 which then changes the budget total to \$125,796. Noreen Patterson moved to accept budget option B with the increased insurance costs. Fred Wall seconded. Motion carried.
- g. The minimum standards long range plan are coming along.

- h. Inventory is still being done, NCLS is short staffed so inventory is taking a bit longer to be completed.
- i. There was an Oswego County Libraries meeting this morning. Parish, Fulton, Mexico, Hannibal, and Oswego libraries are curbside only. Sandy Creek allows up to 10 patrons inside at a time. Pulaski is open 2 days a week/by appointment only. Williamstown is open. Unknown about Central Square and Orwell. The currently open libraries may be changing to curbside only soon.
- j. Holiday hours: Closed December 24th, 25th, and 26th. Open December 31st from 10 a.m. to 2 p.m. Closed January 1st and 2nd, 2021.

F. Old Business

None

G. New Business

1. Noreen Patterson moves to keep the library closed to the public through April 30, 2021. Fred Wall seconded. Motion carried.
2. Sharon Sweet will be notified of the new decision.
3. Natalie will schedule a zoom meeting in January with the graphic designer so the library can continue creating a logo.
4. There will be no January board meeting.

H. Open Forum

None

I. Adjournment

Noreen Patterson moved to adjourn the meeting. Emily Young seconded. Motion carried.

The meeting was adjourned at 1:33 p.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
December 1, 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