

**PHOENIX PUBLIC LIBRARY**  
**Board of Trustee Meeting Minutes**  
**February 25, 2021**

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

Trustee absent: Fred Wall

Staff present: Library Director Natalie Curran.

**A. Call to Order**

Noreen Patterson called the meeting to order at 12:02 p.m.

**B. Approval of Agenda**

Emily Young moved to approve the agenda. Karen Brandt seconded. Motion carried.

**C. Approval of Minutes**

Emily Young moved to approve the minutes from January 29, 2021. Noreen Patterson seconded. Motion carried.

**D. Public Comments**

None

**E. Reports to Board**

**1. Treasurer's Report**

Natalie Curran gave the report. Fred Wall and Natalie Curran are working to understand what the title of each account means. This will determine how the money in each account is to be spent. The library received a donation in the amount of \$3,000 from the village. The library also received approximately \$4,000 from Oswego County. Karen Brandt 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 for January. There was a large order from Oriental Trading and Amazon, supplies for programming. It is unlikely that there will be in person presenters for programs this year. Focus will instead be on the take home craft kits, which are a big hit. There are kits being sent to Scotland! Whitney Smith moved to approve the Director's Financial Report and supporting documents. Karen Brandt seconded. Motion carried.

**3. Director's Report**

- a. The Annual Report is complete. NCLS does not consider libraries that were doing curbside only has having been open, despite staff working. This means that the Phoenix Public Library is counted as having been closed since March of 2020. This may affect future funding. Noreen Patterson suggested reaching out to Assemblyman William Barclay and Senator Patricia Ritchie to discuss this issue, which doesn't accurately reflect the library's work during the pandemic. Noreen Patterson moved to accept the 2020 Annual Report. Emily Young seconded. The motion carried.
- b. Library Advocacy week will be done virtually this year. Natalie Curran and Whitney Smith will be attending the Zoom meeting with Assemblyman Barclay on Friday February 26<sup>th</sup> at 2:30pm.
- c. Natalie Curran is creating the 2020 Community Report. The report is going to be 2 pages max. The library visits numbers include the curbside pickup visitors. Karen Brandt recommended adding an asterisk to the library visit number to explain that the number includes the curbside pickup visits. Noreen Patterson moved to accept the report, with the asterisk addition. Emily Young seconded. The motion carried.

- d. The Strategic Plan has been put on the back burner for a bit. Natalie Curran hopes to have it done by the March meeting. The Pandemic Plan is due April 1, 2021.
- e. The new websites haven't been published yet.
- f. The ceiling began leaking on Monday. A contractor came to shovel the roof, costing the library \$2300. They also cleared the snow from around the building. It was discovered that a large portion of the shingles are damaged and the plywood is soft in those areas, by the offices and children's area. The roof is not currently leaking, nor is there any ice buildup. Some books needed to be moved, but there was very little water damage to the collection. The majority of the damage was to the plywood in the ceiling and the ceiling tiles. In 2011 the roof was replaced using a construction grant. Libraries are not allowed to a construction grant for the same project twice so Natalie Curran is looking at other ideas. There was discussion about how to proceed, including looking at putting on a metal roof. Natalie Curran is going to contract a few roofing companies as well as the architect who worked on the library's 2019 project for their ideas and quotes. Noreen Patterson suggested checking with the Phoenix Library's sister library because they had the same architect, to see how the roof was fairing at that library. Natalie Curran emailed Library Development for more information on funding. A full roof replacement would cost potentially 40 to 50,000 dollars. The ceiling tiles have been removed to allow for drying.
- g. The library is regularly getting 3 bins of book deliveries, prior to the pandemic the library was typically only receiving 2.

**F. Old Business**

None

**G. New Business**

None

**H. Open Forum**

None

**I. Adjournment**

The next meeting will be March 25, 2021 at 12:00 p.m.

Karen Brandt moved to adjourn the meeting. Emily Young seconded. Motion carried.

The meeting was adjourned at 12:46 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**  
**February 25, 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