

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
January 29, 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 1:04 p.m.

B. Approval of Agenda

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

C. Approval of Minutes

Fred Wall moved to approve the minutes from December 1, 2020. Noreen Patterson seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Fred Wall gave the report. Fred Wall received an email from Roxanne in the village clerk's office requesting \$20,000 be put back into the capital account from the checking account. The village has asked if the capital account is actually a capital account or just a savings account. Fred Wall is going to continue to look into the issue. Noreen Patterson moved to transfer \$20,000 from the operating account into the capital account. Fred Wall seconded. Motion carried. Whitney Smith moved to approve the treasurer's report. Noreen Patterson seconded. Motion carried.

2. Director's Financial Report

Natalie Curran gave the report. All expenses are what was expected. There was a little more spent on cleaning in December due to not having a cleaning company. Natalie Curran had to buy extra cleaning supplies. Fred Wall moved to approve the Director's Financial Report and supporting documents. Noreen Patterson seconded. Motion carried.

3. Director's Report

- a. 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. There won't be any tax prep done at the library this year. Tax forms will still be available for curbside pick-up.
- b. The Minimum Standards are still being worked on.
- c. The NYS Pandemic Response Plan is due April 1, 2021. NYS has provided a template so creating one for the library should be fairly simple. Natalie Curran hopes to have it out in approximately a month.
- d. The NCLS annual report is due February 22, 2021. NCLS stated that there wouldn't be as many edit checks this year due to COVID-19, but they will check it over before submitting it to the state.
- e. NCLS is switching from Droople to WordPress for the websites. The library will keep the same address, but the switch will allow for ADA compliance.
- f. A library employee had to quarantine after an exposure to COVID-19. No other employees were exposed, and the employee is now back to work.

F. Old Business

None

G. New Business

1. Noreen Patterson suggested adding the link to the IRS website to the library Facebook page when announcing the availability of tax forms at the library.
2. There was discussion on the scheduling of the next meeting.

H. Open Forum

None

I. Adjournment

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

The meeting was adjourned at 1:31 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