

**PHOENIX PUBLIC LIBRARY**  
**Board of Trustee Meeting Minutes**  
**July 15, 2021**

Trustees present: Noreen Patterson, Fred Wall, and Whitney Smith .

Trustees absent: Karen Brandt, Emily Young

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**

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

**C. Approval of Minutes**

Noreen Patterson moved to approve the minutes from June 22, 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. The capital account has \$63,819.93 The operating account has \$35,680.16. The reserve account has \$34,175.08.. Noreen Patterson moved to approve the treasurer's report. Whitney Smith seconded. Motion carried.

**2. Director's Financial Report**

Natalie Curran gave the report. There were no unplanned expenses this month. The JAB fees and program expenses were paid. Noreen Patterson moved to approve the Director's Financial Report and supporting documents. Fred Wall seconded. Motion carried.

**3. Director's Report**

1. Hours are Monday, Thursday, Friday 10am to 4pm. Tuesday and Wednesday 10am – 6pm. The library has been open since May 3, 2021.
2. Natalie Curran is still working on the Minimum Standards Strategic Plan.
3. Natalie Curran is still working on the new websites.
4. Natalie Curran is still working on the roof situation.
5. The board will meet with Lynn Minney to discuss the logo creation.
6. Todd from NCLS came to the library to discuss the security camera situation. He can install the cameras free of charge. The options are a four pack of cameras for \$560 - with one camera at the back door, one pointed toward the parking lot, and two out front. The cameras do not record sound and are not wifi based. Noreen Patterson moved to purchase the four pack for \$560, along with an additional two cameras for \$120 each. Whitney Smith seconded. Motion carried.

7. Construction Grant-has been submitted to NYS.
8. Summer Reading
  - There are 80 adults signed up and 120 children.
  - Story Walk™ – there won't be permanent stands for the walk but local businesses may be open to posting signs in their windows. There was discussion about placement of the signs around the library in regards to weather and mowing.
  - There may be a winter story as well.
9. Job descriptions- the library assistant description was updated
10. Natalie Curran discussed changing the hours of the library to allow for a staff meeting. Also wants to hire a new assistant at 16 hours a week.
11. Policy Changes – Natalie Curran made some changes to the Covid 19 Reopening Procedure (from Covid 19 to Public Health) and added a 6th level. Whitney Smith moved to change the title to “Public Health” and add a level 6 for operation. Noreen Patterson seconded. Motion carried.
12. The library board met with Lynn Minney about logo creation for the library. There was discussion about images and colors. It was decided that the board needs to pick out the firebird design and colors first and then meet again with Lynn Minney.

**E. Old Business**

None

**F. New Business**

None

**G. Open Forum**

None

**H. Adjournment**

Fred Wall moved to adjourn the meeting. Noreen Patterson seconded. Motion carried.  
The meeting was adjourned at 10:19 a.m.

The next meeting will be held in person at the library on August 12<sup>th</sup>, 2021 at 9 a.m.

Respectfully submitted,  
Whitni Smith  
Secretary