

**PHOENIX PUBLIC LIBRARY**  
**Board of Trustee Meeting Minutes**  
**June 25, 2020**

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

**A. Call to Order**

Noreen Patterson called the meeting to order at 1:02 pm.

**B. Approval of Agenda**

Noreen Patterson moved to approve the agenda. Fred Wall seconded. Motion carried.

**C. Approval of Minutes**

Noreen Patterson moved to table the minutes from June 11, 2020. Emily Young seconded. Motion carried.

**D. Public Comments**

None

**E. Reports to Board**

None

**F. Resolutions**

1. Discussion about the sneeze guard for the circulation desk. Natalie Curran presented the bid received from Exhibits and More on the creation of the guard for the current circulation desk. The proposed guard would be tall enough to accommodate taller patrons, permanently affixed to the desk, and have pass through windows 24" wide by 6" tall. Noreen Patterson moved to accept the bid with the stipulation that the company be open to future modifications should the circulation desk design change. Fred Wall seconded. Motion carried.
2. Natalie Curran is still investigating what changes will have to take place in the library to maintain patron social distancing when the library reopens to the public.
3. Noreen Patterson moved to offer fax and print services along with the curbside services. The services would be free of charge with a limit of 25 pages, black and white only, and no international phone numbers, until further notice. Karen Brandt seconded. Motion carried.
4. Natalie Curran is going to add an hour of pay to the employees' shifts to accommodate the time they spend performing the cleaning and sanitation of the library each day.
5. Natalie Curran stated that the staff has added 72 new items to the system. Ideas are in development for summer reading. Inventory is still a task that needs to be completed. "Window shopping" of new items is going well. Patrons seem happy with the curbside arrangement. Any donations that come in unsolicited are handled appropriately with gloves and quarantining of the items and will be stored in the shed.

**G. Adjournment**

The meeting was adjourned at 1:41 p.m.

The next meeting is scheduled for Thursday, July 9, 2020 at 9 a.m. in the library

Respectfully submitted,

Whitni Smith

Secretary

**PHOENIX PUBLIC LIBRARY**  
**Board of Trustee Meeting Agenda**  
**July 9, 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