

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
March 25, 2021

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

A. Call to Order

Noreen Patterson called the meeting to order at 12:03 p.m.

B. Approval of Agenda

Emily Young moved to approve the agenda. Noreen Patterson seconded. Motion carried.

C. Approval of Minutes

Emily Young moved to approve the minutes from February 25, 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 was having technical difficulties. The capital reserve account has \$63,815.67. The operating account has \$67,189.49 and the reserve account has \$34,168.97. All expenses were as expected. There was a \$5.00 deposit from the insurance company as a loyalty reward. Noreen Patterson moved to approve the treasurer's report. Karen Brandt seconded. Motion carried.

2. Director's Financial Report

Natalie Curran gave the report. All expenses are what was expected for February. Karen Brandt moved to approve the Director's Financial Report and supporting documents. Noreen Patterson seconded. Motion carried.

3. Director's Report

- a. Hours are M-F 10am to 4pm, Saturday 9-noon. The library is offering curbside pickup of books and crafts. The library is also offering free printing, copies, faxing, and Book Bundles.
- b. NCLS wants to look at instituting member library fees. The discussion on this has been tabled due to management changes at NCLS. Susan Mitchell is no longer the Director of NCLS.
- c. Natalie Curran would like to put in a door buzzer on the front door. It must be ADA compliant, a couple of quotes have been received, one from Bellows Locksmith and the other from Steckel's Lock and Key. Natalie Curran is asking to table the discussion on the buzzer due to both financial constraints and the uncertainty of how busy the library will be after moving back to having patrons inside.
- d. Natalie Curran is still working on the Minimum Standards.
- e. Natalie Curran submitted a Pandemic Response Plan for the Phoenix Public Library. Noreen Patterson moved to accept the plan (with the correction of the typo Noreen Patterson found and the removal of highlighting marks). Emily Young seconded. Motion carried.
- f. The new websites are still in progress.
- g. Drulyk Construction came to do an evaluation on the roof. The contractor didn't see many problems. They will give a quote on the repair of any drywall and they hope to get inside to investigate the roof from inside the building, checking for mold as well. Natalie Curran will also look into getting other evaluations and quotes.

- h. Natalie Curran would like to hold the spring book sale. The library is hoping to reopen the interior of the library to patrons the first Monday in May. The plan would be to hold the sale for a full month in the conference room, masks required. The hope is that by extending the sale, the number of patrons attending at one time will be limited.
- i. Natalie Curran would like to bring back a staff member, looking to start her the week of April 5th. She would refresh her training on Workflows, learn the new procedures help with the book sale and assist with summer reading preparations.
- j. The cleaning company used by the library prior to the Covid-19 Pandemic is willing to come back and clean the library for the same price as in 2020.
- k. The plan to reopen the interior of the library would consist of 30 minute visits, no appointment needed, with half capacity numbers (25 in the main room and 13 in the conference room). There was discussion on the fee schedule for late materials and faxing. It was agree on remaining fine free on late materials until after the materials no longer need to be quarantined prior to being checked back in to the library.

F. Old Business

None

G. New Business

None

H. Open Forum

None

I. Adjournment

Karen Brandt moved to adjourn the meeting. Whitney Smith seconded. Motion carried.

The meeting was adjourned at 12:30 p.m.

Natalie Curran will email out details on the next meeting when it is scheduled.

Respectfully submitted,

Whitni Smith

Secretary

The board went into Executive Session at 12:30pm. Emily Young recused herself. The executive session ended at 1:16pm.

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Agenda
April 22, 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