

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
May 27, 2021

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

Trustee absent: Whitney Smith Root

Staff present: Library Director Natalie Curran.

A. Call to Order

Noreen Patterson called the meeting to order at 12:10 p.m.

B. Approval of Agenda

Karen Brandt moved to approve the agenda. Noreen Patterson seconded. Motion carried.

C. Approval of Minutes

Approval of April minutes was tabled until the June meeting.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Fred Wall gave the report. The operating account has \$51,901.80 as of April 30, 2021. The operating account had \$43,848 as of May 27, 2021. The capital and reserve accounts are ok. There is approximately \$10,000 going out each month with nothing coming in until around September. It was decided that the Board should draft a letter to the Village asking why the money was moved by the auditor from CDs to the capital account in 2017. The Board will also include the meeting minutes and bank statements. Noreen Patterson moved to approve the treasurer's report. Emily Young seconded. Motion carried.

2. Director's Financial Report

Natalie Curran gave the report. All expenses are what was expected for the month. There were two bills from Brodart from the fall of 2020 that weren't paid. There was no late fee. We are still within the book budget. Fred Wall moved to approve the Director's Financial Report and supporting documents. Emily Young 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, and faxing. The library opened to the public on May 3. Things have been going well.
- b. NCLS will be hiring a new director. There have been many changes to NCLS staff. The library received an outdoor signboard from NCLS. The library will also be receiving assorted PPE including a standing hand sanitizer dispenser from NCLS.
- c. Natalie Curran is still working on the Minimum Standards Strategic Plan.
- d. Natalie Curran met with the other Oswego County Directors to work on the new websites. It was very informative and they hope to have another informal training session.
- e. Over the Top Roofing was able to assess the condition of the roof and give a quote. The board has decided to get an additional quote before having the roof replaced or repaired.
- f. The book sale has made \$1170. The last day of the sale is May 29.
- g. There have been issues with children playing with rocks and putting trash in the book return at the library. Natalie Curran has talked to the Village police. They recommended installing security cameras. They also offered to increase patrols. Karen caught the kids putting trash in the book return and was able to call the police. The police talked to the children and their parents.

Natalie Curran asked other directors for input on security cameras. Most libraries have them. NCLS recommended a system that doesn't include a monthly fee. It is the same system NCLS uses. They have offered to help with the installation and setup. Natalie Curran will ask if the cameras will work with the libraries poor lighting and if there will be any issues with installation on a brick building. A motion was made by Noreen Patterson to purchase the cameras if they will work with the poor lighting and brick installation. Emily Young seconded. Motion carried.

- h. Oswego County Library Council met. Natalie Curran was elected president. They will be offering a Summer Reading Passport to encourage patrons to visit Oswego County libraries. Adults and children can participate. If 5 libraries are visited they can turn in their passport to be eligible for a prize. The next meeting will be October 7 at 6:30pm at the Phoenix Public Library.
- i. CNY Cleaning Solutions has been able to hire new staff and can resume cleaning the library. Natalie Curran will contact them to setup a start date.
- j. Natalie Curran has applied to Good360 and been selected to receive an American Girl Doll. We need to pay a \$25 shipping and handling fee. The library does not have a credit card. Natalie Curran will purchase a VISA gift card to pay for the shipping and handling.
- k. The interior of the library was opened for patron use on May 3. The following will remain in place for the month of June.
 - i. The library will allow up to 25 people at a time which is 50% capacity at 30 min visits.
 - ii. 16 people in the community room.
 - iii. The bathrooms will be locked.
 - iv. There are 5 computers, 6 feet apart with "needs to be cleaned" signs
 - v. Upholstered chairs will be stored, wood chairs will be one per table.
 - vi. No toys.
 - vii. Hand sanitizers will be placed strategically.
 - viii. Story time, if held, will be outdoors using blankets or hula hoops to designate the appropriate distance.
 - ix. No programs in June.
 - x. Faxing and printing charges will be reinstated upon allowing patrons inside.

The following changes have been made.

- (i) Materials will no longer be quarantined.
- (ii) Fines for overdue items will be reinstated. Natalie Curran will contact NCLS to have the changes made in SIRSI.
- (iii) Masks will be worn by staff and patrons while inside the library. The library is chartered by the New York State Department of Education. Schools in New York State are still requiring all students and personnel to wear masks regardless of vaccination status.

Noreen Patterson made a motion to accept the changes to the library operating procedures. Fred Wall seconded. Motion carried.

F. Old Business

None

G. New Business

None

H. Open Forum

None

I. Adjournment

Fred Wall moved to adjourn the meeting. Noreen Patterson seconded. Motion carried.

The meeting was adjourned at 1:04 p.m.

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

Respectfully submitted,

Natalie Curran

Director

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Agenda
June , 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