

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
October 1, 2020

Trustees present: Noreen Patterson, Fred Wall, Emily Young, 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 1:06 p.m.

B. Approval of Agenda

Emily Young moved to approve the agenda. Karen Brandt seconded. Motion carried.

C. Approval of Minutes

Fred Wall moved to approve the minutes from September 10, 2020. Noreen Patterson seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Fred Wall gave the report. The bank changed the format of account layout. The transfer of \$10,000 from the capital account to the operating account was completed. The construction grants submitted to NCLS have all been approved. The money should hit the account sometime in November. The money from the school district should hit the account within a week or two. Karen Brandt moved to approve the treasurer's report. Noreen Patterson seconded. Motion carried.

2. Director's Financial Report

Natalie Curran gave the report. All expenses were normal this month. The electric bill is lower and staff costs are lower as the library is working at half staffing. Fred Wall moved to approve the Director's Financial Report and supporting documents. Karen Brandt seconded. Motion carried.

3. Director's Report

- a. The laptop has been ordered. It will be shipped to NCLS and the IT department there will set it up with the necessary software. The laptop will then be delivered to the library and billed by NCLS.
- b. Library hours are Monday through Friday 10am to 4pm. Saturday 9am to 12pm. 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.
- c. The library is continuing with inventory. DVDs and Blue-rays are almost complete and adult fiction has begun.
- d. The original library Facebook page is published again. Natalie Curran found a Live Chat support and is working with them to figure out what happened with the original library page. The support team has resubmitted the appeal. Craft pickup wasn't doing as well under the new page but now that the original library page is back up there is more interest in the crafts.
- e. Noreen Patterson moved to ask for the tax cap amount of \$75,917. Emily Young seconded. Motion carried.
- f. Natalie Curran submitted 3 budget proposals. Plan A: based on the current number of employees and hours. Plan B: based on the previously run library hours and staffing levels (pre-Covid). Plan C: based on the addition of on 1 employee but maintaining the same hours as plan A. There was discussion on which budget plan to choose. Karen Brandt moved to approve budget plan B with

the intent of returning to full staffing at some point but understanding that during the pandemic this may not be feasible. Emily Young seconded. Motion carried. Budget Plan B adopted for 2021.

- g. NYS has updated the minimum standards that the library must meet. This includes long range goals and plans for the library. Natalie Curran created a survey for the public to complete. Only changes to the survey are the addition of the words “before the pandemic” or something similar to each question. Noreen Patterson moved to approve the survey with the changes. Karen Brandt seconded. Motion carried.

F. Old Business

1. Library is currently at Service Level 3 which offers curbside pick-up but doesn't allow for patrons inside the library. The only questions fielded by the staff concerning reopening are from groups wanting to use the public space. However, with the difficulty in maintaining the safety of patrons and staff following group use, the board has decided to keep the public space closed to patrons. Noreen Patterson moved to post a statement on the Facebook Page stating the library will remain at Service Level 3 until January 1, 2021 when the board will reevaluate. Fred Wall seconded. Motion carried.
2. Noreen Patterson suggested the library post a sign on the door reminding patrons that they can access the library's Wi-Fi from the parking lot. She also suggested letting the Phoenix Police Department know that patrons may be sitting in their cars in the library lot to use the Wi-Fi.

G. New Business

None

H. Open Forum

None

I. Adjournment

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

The meeting was adjourned at 2:06 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
September 10, 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