

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
September 10, 2020

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

Trustees absent: Karen Brandt

Staff present: Library Director Natalie Curran.

A. Call to Order

Noreen Patterson called the meeting to order at 4:01 p.m.

B. Approval of Agenda

Whitni Smith moved to approve the agenda. Noreen Patterson seconded. Motion carried.

C. Approval of Minutes

Noreen Patterson moved to approve the minutes from August 13, 2020. Emily Young seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Natalie Curran gave the report because Fred Wall was having microphone issues. The Capital account has \$43,811.42. The Operating account has \$17,677.68. The Reserve account has \$34,167.25. Grant money has been delayed due to covid-19 and the paperwork submitted to NCLS from the library is still being reviewed. Fred Wall suggested moving \$10,000 from the capital account to the operating account until the grant money comes in. Noreen Patterson moved to transfer \$10,000 from the capital account to the operating account. Emily Young seconded. Motion carried. Whitney Smith 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. There is an increase in supply costs for cleaning supplies and hand sanitizer. Overall the library is running under budget. Noreen Patterson moved to approve the Director's Financial Report and supporting documents. Fred Wall seconded. Motion carried.

3. Director's Report

- a. Natalie Curran would like to replace the library laptop. There was discussion on the 2 laptop options offered by NCLS. A fee system will most likely be put in place in 2022 by NCLS for IT support of the laptop. Noreen Patterson moved for the library to purchase the Latitude 5400 laptop for \$661.83. Emily Young seconded. Motion carried.
- 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. Natalie Curran would like to do book bundles for children.
- c. The library made \$480 from the book sale.
- d. Fall rug cleaning, which costs \$490 will be postponed until spring 2021.
- e. Window cleaning is \$480. Noreen Patterson would like that done as scheduled. The library uses the windows to display the new books and DVDs, clean windows will enhance the window shopping experience.

- f. There is a new Facebook page for the library due to the original page being unpublished by Facebook. The new page now lists the location of the library in New York State. Natalie Curran will look into if the library should have the new page verified by Facebook.
- g. There was discussion about the tax cap amount. The library will ask for the same amount as last year. There was discussion about the proposed budget for next year (2021). Natalie Curran created 3 budget plans. 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. Utilities, marketing, and travel lines were lowered in all three plans due to fewer hours, no in-person events, and all meetings being held virtually. Natalie Curran will look into contracts held by the library and determine if that budget line should be adjusted. Further discussion of the budget will be held at the next meeting.
- h. There was discussion on moving the next meeting up a week because the virtual meeting law runs out on October 1 and the library meeting is currently scheduled for October 8, 2020.

F. Old Business

None

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 4:43 p.m.

The next meeting is scheduled for Thursday, October 1, 2020 at 4 p.m. in the library, with ZOOM option.

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