

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
August 13, 2020

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

Trustees absent: Noreen Patterson

Staff present: Library Director Natalie Curran.

A. Call to Order

Emily Young called the meeting to order at 9:05 a.m.

B. Approval of Agenda

Karen Brandt moved to approve the agenda. Fred Wall seconded. Motion carried.

C. Approval of Minutes

Karen Brandt moved to approve the minutes from July 09, 2020. Fred Wall seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Fred Wall gave the report. There may be a delay in receiving the funds from the construction grant, which were approved in 2019. NCLS already approved the money, but waiting on NYS. The library is expecting 75% to 90% of what was requested. There is no funding coming in right now, may have to transfer money from other accounts if needed. Tax money not expected until October. Karen Brandt moved to approve the treasurer's report. Emily Young 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 programming costs for the take home art projects. Karen Brandt 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 eventually replace the library laptop, which is running Windows 7. This is no longer supported by Microsoft which makes it a security risk. NCLS recommends purchasing a new laptop through them, which would allow for remote access to SIRSI and other library programs. The cost is \$661.83. The board would like more information on whether NCLS would provide the maintenance and tech help for it for free or for a price.
- b. Library hours are Monday through Friday 10am to 4pm. Saturday 9am to 12pm. Library is offering curbside pickup of materials, summer reading crafts, free printing, copying, and faxing.
- c. The village is doing a community garage sale the weekend of August 15, 2020. Natalie would like to do the library book sale on both days. Books would be placed outside in bins. Patrons would receive a plastic bag to fill for \$5. All unsold books will be quarantined after the sale.
- d. There have been 5 weeks of crafts, with 203 children signed up to participate. There are 17 families participating in the READSquared program one month reading challenge. The library is planning on continuing the arts to go program into the school year.
- e. Karen Brandt moved to amend the Curbside Policy quarantine times from 72 hours to 96 hours. Emily Young seconded. Motion carried.
- f. Karen Brandt moved to amend the Reopening Procedure to include the acceptance of donations for service level 3. Fred Wall seconded. Motion carried.

- g. Natalie Curran would like to look into the purchase and installation of a door buzzer security system with intercom. The village offices have one and it is working very well. The buzzer lock release system would enable the library to potentially move to the next service level.

F. Old Business

None

G. New Business

None

H. Open Forum

None

I. Adjournment

The meeting was adjourned at 9:39 a.m.

The next meeting is scheduled for Thursday, September 10, 2020 at 9 a.m. in the library, with ZOOM option, if possible.

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**