

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
June 22, 2021

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

Trustee absent: Emily Young

Staff present: Library Director Natalie Curran.

A. Call to Order

Noreen Patterson called the meeting to order at 12:02 p.m.

B. Approval of Agenda

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

C. Approval of Minutes

Noreen Patterson moved to approve the minutes from April 22, 2021. Fred Wall seconded. Motion carried. Whitney Smith moved to approve the minutes from May 27, 2021. Fred Wall seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Fred Wall gave the report. The accounts are doing well. Noreen Patterson said that there must be money saved in the reserve account, but the board must also be careful not to "hoard" money at the same time. Noreen Patterson moved to approve the treasurer's report. Karen Brandt seconded. Motion carried.

2. Director's Financial Report

Natalie Curran gave the report. The tax prep money came out this month, it was about \$1000. Money was spent on new books. There were no unplanned expenses this month. The cost for NYLA is higher this year due to fewer libraries participating. Karen Brandt moved to approve the Director's Financial Report and supporting documents. Fred Wall seconded. Motion carried.

3. Director's Report

- a. Hours are M-F 10am to 4pm, Saturday 9-noon. The library has been open since May 3, 2021.
- b. NCLS updates-Marcia has been brought back part time, NCLS will be hosting a summer BBQ for library directors.
- c. Natalie Curran is still working on the Minimum Standards Strategic Plan.
- d. Natalie Curran is still working on the new websites.
- e. Natalie Curran is still working on the roof situation.
- f. Natalie Curran is still working on the security camera purchase and installation.
- g. Construction Grant-the deadline for submission is June 30, 2021. Natalie Curran met with Dawn to make sure the paperwork is submitted correctly.
- h. The book sale brought in \$1420.00.
- i. Donations
 1. Century Club – in memory of Joan Coulter - \$280.00
 2. Century Club – in memory of Meg Bullis - \$250.00
 3. Century Club – Annual Donation - \$2000.00
 4. Phoenix Central School Teacher's Association - \$200.00

- j. Kindergarten Classes – the library made cards for all of the kindergarten students and provided them with summer reading information.
- k. Beginning July 1, 2021 the library will be closed on Saturdays for the summer.
- l. Summer Reading
 - 1. There will be a summer reading challenge and weekly craft kits. The summer theme is Tails and Tales. There are reusable bags for the first 150 people who register. Both children and adults can participate.
 - 2. Story Walk™ – Natalie Curran has contacted the village and is waiting for a response from the village board about making the Story Walk™ a permanent thing.
 - 3. The library has purchased the plastic yard signs from B&T Sports in Fulton to make a Story Walk™ around the library this summer. Morristown Library will laminate the signs as they offered to provide the service. Phoenix Library is hoping to two for the summer and one back-to-school themed walk.
 - 4. The library will have a photo booth set up for patrons who visit the library. There will be two themes: farm and jungle.
- m. American Girl – The VISA gift card didn't work. Natalie Curran paid \$25 for the doll using her own money. The \$100 gift card will be used at a later date for additional prize purchases for the summer reading program.
- n. Volunteers – there will be no volunteers right now.
- o. Policy Changes – Noreen Patterson moved to continue with the current policy for mask wearing, etc. until the next board meeting. After discussion it was determined that a motion was not needed to continue with a current policy so Noreen Patterson withdrew her motion. The current policy requiring masks, reduced number of patrons, etc. will continue until the next board meeting where policy changes can be discussed.
- p. The library's 100th year anniversary is coming in September. There will be a logo meeting scheduled soon, virtually as the graphic designer has moved out of state.

F. Old Business

None

G. New Business

Noreen inquired about the copier contract, Natalie Curran stated that it was renewed 2 years ago.

H. Open Forum

None

I. Adjournment

Noreen Patterson moved to adjourn the meeting. Whitney Smith seconded. Motion carried.

The meeting was adjourned at 12:23 a.m.

The next meeting will be held in person at the library on July 15th, 2021 at 9 a.m.

Respectfully submitted,

Whitni Smith

Secretary

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Agenda
July 15, 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**