

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
November 2, 2020

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

Trustee absent: Fred Wall

Staff present: Library Director Natalie Curran.

A. Call to Order

Noreen Patterson called the meeting to order at 1:02 p.m.

B. Approval of Agenda

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

C. Approval of Minutes

Emily Young moved to approve the minutes from October 1, 2020. Karen Brandt seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Natalie Curran gave the report for Fred Wall. The school tax cap money came in, the amount of \$75,000. Fred Wall's notes suggested returning the \$10,000 to the capital account. Noreen Patterson moved to approve the treasurer's report. Karen Brandt seconded. Motion carried. Noreen Patterson moved to transfer \$10,000 from the operating account to the capital account. Emily Young seconded. Motion carried.

2. Director's Financial Report

Natalie Curran gave the report. A type was made in the paperwork. The number reads \$0.40 instead of \$0.80. Natalie Curran made the correction. Normal expenditures this month. Programming (art projects) planned out to February, giving out about 48 a week. Due to increased activity, more money is being spent on books. Karen Brandt moved to approve the Director's Financial Report and supporting documents. Noreen Patterson seconded. Motion carried.

3. Director's Report

- a. The laptop is at NCLS and they are setting it up.
- 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 and adult fiction are complete. Next step is to look for any adult fiction that hasn't been inventoried yet, according to a report generated by NCLS.
- d. There have been 70 responses to the community survey. Natalie Curran has begun working on the Strategic (Long Range) plan for the library.
- e. Sharon Sweet of the Century Club would like to arrange a time to come in and polish the silver. Karen Brandt moved to allow her to come in. Noreen Patterson seconded. Motion carried with one nay.
- f. Three libraries in Lewis County have had to go back to curbside pickup only due to an increase in Covid-19 cases in the area. Palermo Elementary is virtual for 2 weeks due to a staff member testing positive for the virus. Phoenix EJD Middle School had a 5th grade student test positive

resulting in the school closing early on October 30th. The middle school will be all virtual until November 16th.

- g. The Library will be closed on November 11th (Veteran's Day), November 26 and 27th (Thanksgiving), and December 24th and 25th for Christmas. Noreen Patterson moved to have the library closed on December 26th as well. Emily Young seconded. Motion carried.
- h. Natalie Curran created a sample Community Report. It's a simple 2 page report. Noreen Patterson suggested adding "tax levy" to the phrase "Phoenix CSD" to make clear to the public that the money is from a levy and not taken directly from the school district budget. Noreen Patterson moved to accept the community report with the changes. Emily Young seconded. Motion carried.
- i. A locksmith came to the library to give a quote for a buzzer system for the front door.
- j. Oswego County is including the library on the budget for this year.

F. Old Business

None

G. New Business

None

H. Open Forum

None

I. Adjournment

Noreen Patterson moved to adjourn the meeting. Karen Brandt seconded. Motion carried.

The meeting was adjourned at 1:39 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