

**PHOENIX PUBLIC LIBRARY**  
**Board of Trustee Meeting Minutes**  
**September 9, 2021**

Trustees present: Emily Young, Fred Wall, and Whitney Smith.

Trustees missing: Noreen Patterson, Karen Brandt

Staff present: Library Director Natalie Curran.

**A. Call to Order**

Emily Young called the meeting to order at 9:08am.

**B. Approval of Agenda**

Whitni Smith moved to approve the agenda. Fred Wall seconded. Motion carried.

**C. Approval of Minutes**

Fred Wall moved to approve the minutes from August 19, 2021. Emily Young seconded. Motion carried.

**D. Public Comments**

None

**E. Reports to Board**

**1. Treasurer's Report**

Fred Wall gave the report. The accounts are doing OK. In memory donations are at approximately \$2100. The new employee started last week and the school money should be in within the month. Whitney Smith moved to approve the treasurer's report. Emily Young seconded. Motion carried.

**2. Director's Financial Report**

Natalie Curran gave the report. The security cameras were paid for and the rest of the expenditures were within budget. Fred Wall moved to approve the Director's Financial Report and supporting documents. Whitney Smith seconded. Motion carried.

**3. Director's Report**

- a. Hours are Monday, Thursday, and Friday 10am to 5pm, Tuesday and Wednesday 10am to 6pm, Saturday 9am to noon.
  1. Hours will be reevaluated at the end of the month.
  2. There will be no tutoring of JCB students at the library this year, per the principal of the school.
- b. Natalie Curran is still working on the Minimum Standards Strategic Plan.
- c. Natalie Curran is still working on the new websites, with the hope that the new employee will be able to assist with this.
- d. Four security cameras have been installed, free of charge. There are 2 more remaining to be installed. Todd from NCLS confirmed to install September 13.
- e. There has been no update on the construction grant final review completion.
- f. The library switched to Ingram for the book vendor. Books are arriving earlier than expected, Natalie Curran is pleased.
- g. Summer reading numbers:
  - i. 18 crafts offered-833 children and 466 adults participated
  - ii. 159 children read a total of 105,840 minutes
  - iii. 10 teens with 98 books read
  - iv. 99 adults with 567 books read
  - v. 66 prizes
  - vi. Stewarts free ice cream coupons went to the top 5 children

- h. Centennial celebration:
  - i. Cookies ordered
  - ii. Working with B&T Sports on shirts and bags for the fundraiser
  - iii. Waiting on a response from Graphics Warehouse regarding the banner
  - iv. Invitations have been sent out
  - v. The craft is ready
  - vi. NCLS loaned the library a button maker, buttons and stickers are being made
- i. Public Computers: looking to reduce the number down to 5, may replace them entirely as the computers shut down randomly.
- j. Cyber Security Training: Natalie Curran attended. The library will need to create some new policies. NCLS will supply some samples as guidance. NCLS will provide training on Workflow.
- k. Isabella Bresett started working at the end of August.
- l. Budget: Natalie Curran created a suggested budget for 2022
  - i. There were discussions around the budget items.
  - ii. There were discussions around the tax cap.
  - iii. Voting on the 2022 budget will take place at the October board meeting

**F. Old Business**

None

**G. New Business**

1. There was discussion about creating a Christmas tree for supplies needed by the library.
2. Whitney Smith mentioned creating an Amazon Smile account for the library.

**H. Open Forum**

None

**I. Adjournment**

Whitni Smith moved to adjourn the meeting. Fred Wall seconded. Motion carried.  
The meeting was adjourned at 10:06am.  
The next meeting will be held in person at the library on October 21, 2021 at 9am.

Respectfully submitted,

Whitni Smith

Secretary

**PHOENIX PUBLIC LIBRARY**  
**Board of Trustee Meeting Agenda**  
**October 21, 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