

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

Trustees present: Noreen Patterson, Karen Brandt, Emily Young, and Fred Wall.

Staff present: Library Director Natalie Curran.

**A. Call to Order**

Noreen Patterson called the meeting to order at 9:10am.

**B. Approval of Agenda**

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

**C. Approval of Minutes**

Emily Young moved to approve the minutes from November 18, 2021. Noreen Patterson seconded. Motion carried.

**D. Public Comments**

None

**E. Reports to Board**

**1. Treasurer's Report**

Fred Wall gave the report. Nothing unusual to report. Noreen Patterson moved to approve the treasurer's report. Karen Brandt seconded. Motion carried.

**2. Director's Financial Report**

Natalie Curran gave the report. All expenses are as expected. The costs for programming did go over budget due to the 100<sup>th</sup> year anniversary celebration. Noreen Patterson moved to approve the Director's Financial Report and supporting documents. Emily Young seconded. Motion carried.

**3. Director's Report**

- a. The winter book sale hours will be Dec 9 and 10 from 10am to 5pm. Dec 11 from 9am to 1pm. Dec 13 from 10am to 5pm. The bag sale will be on the 11 and the 13.
- b. Story Time started on Friday, December 3, six children attended. The AARP has let us know that they don't have enough volunteers to run the tax preparation program at the library.
- c. The new library website is up and being tweaked. The new budget has been posted on the site.
- d. The last security camera has not been installed yet. Security camera will likely be installed in the spring when the weather improves.
- e. The final report has been approved and the hard copies of the report have been signed and mailed to NYS on November 29, 2021.
- j. The school donated the computers and they are at NCLS being set up. Ten for public use and two to replace the staff computers.
- k. Natalie Curran is working on the Cyber Security Training policies.
- l. Minimum wage increases from \$12.50 to \$13.20 on December 31. The pay week starts on December 29. Karen Brandt moved to begin paying the staff \$13.20 per hour and the director \$20.00 per hour on December 29, 2021. Noreen Patterson seconded. Motion carried.
- m. Karl Seckner (business administrator for the school district) will meet with Natalie Curran and Fred Wall to discuss the tax cap petition on December 14.
- n. The library will be closed on Friday, December 24, Saturday, December 25, Friday, December 31 and Saturday, January 1.
- o. The library was closed on Wednesday, December 8 for a staff training day.

- p. As part of the Compliance Initiative Toolkit NCLS reviewed the By-laws and recommended some changes. It was also brought to the attention of the Board that trustees need to reside within the Town of Schroepel. Whitney Smith respectfully submitted her resignation as she resides in a neighboring township.
- q. Noreen Patterson moved to approve the changes to the By-laws, including removing Article IV from the By-laws and making it the Personnel Policy. Karen Brandt seconded. Motion carried.

**F. Old Business**

- a. Board elections will be moved to the March 2022 meeting to allow time to have a new trustee appointed to the Board.

**G. New Business**

- a. Noreen Patterson reported that the Century Club has \$1,700 that they plan to contribute to the purchase of a new shed.
- b. The parking lot and driveway will need to have minor repairs and be sealed in the spring.

**H. Open Forum**

None

**I. Adjournment**

Karen Brandt moved to adjourn the meeting. Emily Young seconded. Motion carried.

The meeting was adjourned at 9:46am.

The next meeting will be held in person at the library on January 13, 2022 at 9am.

Respectfully submitted,

Natalie Curran

Director

**PHOENIX PUBLIC LIBRARY**  
**Board of Trustee Meeting Agenda**  
**January 13, 2022**

**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

Phoenix Public Library  
Statement of Expenditures  
For the Month of December

Category:	Current Month	Year-to-Date	Annual Budget
Personal Services - Librarian	\$ 2,850.00	\$ 30,780.00	\$ 29,640.00
Personal Services - Assistants	\$ 3,112.50	\$ 26,283.20	\$ 39,000.00
Personal Services - Janitor	\$ 477.57	\$ 3,342.99	\$ 5,731.00
Employee Benefits	\$ -	\$ 3,848.14	\$ 9,000.00
Equipment	\$ 229.00	\$ 1,028.97	\$ 2,000.00
Equip. & Bldg. Repairs/Contracts	\$ 339.85	\$ 4,515.65	\$ 5,000.00
Utilities	\$ 762.31	\$ 6,054.33	\$ 7,000.00
Supplies	\$ 86.30	\$ 3,805.06	\$ 5,000.00
Telephone	\$ 203.25	\$ 2,633.90	\$ 2,800.00
Books, Videos & Periodicals	\$ 760.32	\$ 8,496.31	\$ 8,500.00
Petty Cash, Postage & Freight	\$ 68.49	\$ 215.78	\$ 300.00
Maintenance of Bldg. & Grounds	\$ -	\$ 4,568.77	\$ 2,825.00
Workshops, Travel & Consultants	\$ 5.00	\$ 251.84	\$ 500.00
Programs	\$ 134.26	\$ 5,524.23	\$ 5,250.00
Insurance - Building & Contents	\$ -	\$ 3,185.05	\$ 3,250.00
	\$ -	\$ -	\$ -
Totals	\$ 9,028.85	\$ 104,534.22	\$ 125,796.00