

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
November 18, 2021

Trustees present: Noreen Patterson, Karen Brandt (via zoom), Emily Young, Fred Wall, and Whitney Smith.
Staff present: Library Director Natalie Curran.

A. Call to Order

Noreen Patterson called the meeting to order at 9:00am.

B. Approval of Agenda

Whitni Smith moved to approve the agenda. Emily Young seconded. Motion carried.

C. Approval of Minutes

Emily Young moved to approve the minutes from October 21, 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. Emily Young seconded. Motion carried.

2. Director's Financial Report

Natalie Curran gave the report. All expenses are as expected. The costs for programming will go over what was budgeted due to the 100th celebration and the visits from the Kindergarten classes of MAM. Fred Wall moved to approve the Director's Financial Report and supporting documents. Whitney Smith 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. There was discussion about sales tax.
- b. Kindergarten classes from MAM visited the library during the first two weeks of the November. There were 7 classes, 113 children and 12 adults. All of the children received library cards.
- c. The Century Club room has been used by the Century Club, card making and knitting clubs. The first week of December the library would like to start up story time on Fridays with Sally. The AARP has reached out to see if they can use the Century Club for tax prep in early 2022.
- d. The new library website is up and being tweaked. The new budget has been posted on the site.
- e. The windows were washed on November 1.
- f. The furnace will have biannual maintenance this month.
- g. The last security camera has not been installed yet. Todd from NCLS hopes to get it done on the 19th of November.
- h. The final report of the construction grant has still not been approved by NYS.
- j. The library is still waiting for prices on new computers. The IT department at the high school is offering to donate 14 computers to the library. NCLS will have to evaluate them for SIRS running ability.
- k. Natalie Curran is working on the Cyber Security Training policies.

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Agenda
December 9, 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