

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
October 21, 2021

Trustees present: Noreen Patterson, Karen Brandt, 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 9:03am.

B. Approval of Agenda

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

C. Approval of Minutes

Fred Wall moved to approve the minutes from September 9, 2021. Emily Young seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Fred Wall gave the report. The school budget money (\$75,917) has come in. There is little over \$80,000 in the general fund. The receipts for this year are in the range of about \$80,000 out but that number is not a number to rely on due to Covid-19. Emily Young moved to approve the treasurer's report. Noreen Patterson seconded. Motion carried.

2. Director's Financial Report

Natalie Curran gave the report. All expenses are as expected. The windows and rugs haven't been cleaned yet. The windows are usually done after Halloween and at a cost of approximately \$400. Natalie Curran will schedule the cleaning and look into the furnace inspection (at a cost of approximately \$600). Fred Wall moved to approve the Director's Financial Report and supporting documents. Emily Young 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. Hours will be reevaluated at the end of the month.
- b. There was discussion around the library going fine free
 - i. Noreen Patterson moved have the Phoenix Public Library go fine free for over dues starting November 1, 2021. Fred Wall seconded. Motion carried.
 - ii. Karen Brandt moved to amend sections 6 and 8 of the Circulation and Interlibrary Loan Policies to reflect the move to fine free. Emily Young seconded. Motion carried.
- c. There was discussion around the tax cap and the budget for 2022. There was also discussion around the libraries bank accounts and the origins of the money in each. Natalie Curran, Noreen Patterson and Fred Wall will draw up letters to both the village and the village auditor regarding the transfer of money from the capital account to the operating account.
- d. Karen Brandt moved to seek a 100% increase in the tax cap from the statutory 2% for the purpose of covering the regular operating expenses of the library due to the increase in minimum wage, utilities costs, and general operating costs. Whitney Smith seconded. Motion carried.
 - i. Noreen Patterson moved to accept the proposed budget for 2022 with the increases in the utility, maintenance, and programming costs. Fred Wall seconded. Motion carried.

- e. Natalie Curran is still working on the Minimum Standards.
- f. The library website is up and being tweaked.
- g. Five of the security cameras are installed, the last one will be installed next week.
- h. Final reviews are still being done on the construction grant.
- i. The Centennial Celebration was a success. The library was featured on the front page of 3 newspapers.
- j. All the computers need to be replaced. Todd recommended starting a rotation by purchasing new staff computers and moving the old staff ones to the public computers. He is working on pricing. He also recommend a docking station for the computer laptop allowing it to be used in place of the Director's Desktop. Karen Brandt moved to purchase a docking station for the Director. Noreen Patterson seconded. Motion carried.
- k. Natalie Curran is working on the Cyber Security Training.
- l. The library will post a notice on Facebook reminding patrons that the library still asks that patrons wear a mask while inside the library.

F. Old Business

None

G. New Business

1. Noreen Patterson moved to accept the NCLS Plan of Service and Central Library Plan for 2022-2026. Whitney Smith seconded. Motion carried.
2. Library Board elections will be held at the November board meeting.

H. Open Forum

None

I. Adjournment

Noreen Patterson moved to adjourn the meeting. Fred Wall seconded. Motion carried.
The meeting was adjourned at 10:39am.
The next meeting will be held in person at the library on November 18, 2021 at 9am.

Respectfully submitted,

Whitni Smith

Secretary

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Agenda
November 18, 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**