

**PHOENIX PUBLIC LIBRARY**  
**Board of Trustee Meeting Minutes**  
**February 10, 2022**

Trustees present: Noreen Patterson, Karen Brandt, Emily Young, Fred Wall and William Balles.  
Staff present: Library Director Natalie Curran.

**A. Call to Order**

Noreen Patterson called the meeting to order at 8:58am.

**B. Approval of Agenda**

Fred Wall moved to approve the agenda. Emily Young seconded. Motion carried.

**C. Approval of Minutes**

Karen Brandt moved to approve the minutes from January 13, 2022. Bill Balles seconded. Motion carried.

**D. Public Comments**

None

**E. Reports to Board**

**1. Treasurer's Report**

Fred Wall gave the report. Fred Wall is concerned that the amount in the operating account isn't enough to cover monthly expenses until the tax cap money is received in October. More research needs to be done to see how money in the restricted and capital account can be spent. Natalie Curran will ask Roxanne Demo (Village of Phoenix) how to submit invoices to be paid from those accounts. Bill Balles moved to approve the treasurer's report. Emily Young seconded. Motion carried.

**2. Director's Financial Report**

Natalie Curran gave the report. NCLS billed for EBooks in January instead of June so book expenditures were more than normal for January. Fred Wall moved to approve the Director's Financial Report and supporting documents. Karen Brandt seconded. Motion carried.

**3. Director's Report**

- a. Story Time will resume in March if the roof leaks in the children's area are repaired by then.
- b. The final report has been approved and the hard copies of the report have been signed and mailed to NYS on November 29, 2021. We have not received the final installment yet.
- c. Tax Cap – The petition to be placed on the ballot is at the circulation desk. Each board member was also supplied with a copy. Letter to the Phoenix Central School District board was signed by Noreen Patterson. Natalie Curran and Noreen Patterson have been working on a FAQ.
- d. The library will be closed on Monday, February 21 for Presidents Day.
- e. The library closed early on Thursday, February 3 and was closed on Friday, February 4 due to inclement weather.
- f. Annual Report portal opened later than expected and is experiencing technical difficulties. Natalie Curran finished the report and has submitted it to NCLS for their review. Fred Wall motioned to approve the annual report. Bill Balles seconded. Motion carried.
- g. The roof started leaking on Monday, February 7. Sally was able to remove the damaged ceiling tile. We then removed some of the drywall and insulation. A lot of water came out but it seemed to be contained to that one area. We were able to use drop cloths and a trash can to contain the water. On Tuesday, February 8 Karen noticed that the water was coming in the window frames. We moved the books from that section and added additional drop cloths. The children's area has been closed since Monday. Natalie Curran spoke with Premium Construction Services about

shoveling the rood and they will provide quotes. With the predicted temperatures the ice may melt on its own.

- h. Canceled the subscription to the Post Standard. The cost is \$415.48 per year. Patrons have not been reading the Post Standard. There are more requests for the local papers.
- i. Karen Brandt moved that the library resume operating procedures at Level 6 according to the COVID-19 Library Phased Reopening Procedure. This includes lifting the Covid restrictions on the use of the Century Club Room and masks will no longer be required as per New York State's Indoor Mask Mandate ending Thursday, February 10, 2022. Noreen Patterson 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. Emily Young mentioned that the PFO will be holding an end of the year carnival and the library could have a booth.
- b. The April meeting was rescheduled from April 14 to April 20.

**H. Open Forum**

None

**I. Adjournment**

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

The meeting was adjourned at 10:00am.

The next meeting will be held in person at the library on March 10, 2022 at 9am.

Respectfully submitted,

Natalie Curran

Director

**PHOENIX PUBLIC LIBRARY**  
**Board of Trustee Meeting Agenda**  
**March 10, 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