

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
January 13, 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 9:01am.

B. Approval of Agenda

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

C. Approval of Minutes

Emily Young moved to approve the minutes from December 9, 2021. Bill Balles seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Fred Wall gave the report. A check to Brenda Kayn was cashed on December 14, 2021. Fred Wall did not recognize the name so he spoke with Roxanne Demo. It was a payment for the questions we asked the auditor. The board would like Natalie Curran to ask the village to provide a copy of the invoice for our records. Bill Balles 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. Karen Brandt moved to approve the Director's Financial Report and supporting documents. Fred Wall seconded. Motion carried.

3. Director's Report

- a. The library made \$600 at the winter book sale.
- b. Story Time has been cancelled for the month of January due to the rise in Covid cases.
- c. The new library website is up and continues to be improved.
- d. The last security camera has been installed!
- 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. We have not received the final installment yet.
- f. The 10 public computers and 2 staff computers have been replaced. Everything is working well. The laptop docking station that was purchased was not compatible with the laptop so it was returned and a new one purchased. On January 12 the Director's desktop stopped working and NCLS came to install the docking station.
- g. Natalie Curran is working on the Cyber Security Training policies.
- h. To proceed with overriding the tax cap on the school ballot we need a petition with at least 25 signatures. Natalie Curran provided the petition with wording provided by NCLS. Karen Brandt moved to approve the circulation of the petition. Bill Balles seconded. Motion carried.
- i. The library will be closed on Monday, January 17, 2022.
- j. The library was closed early on Friday, January 7 and Monday, January 10 due to the weather.
- k. Annual Report – Portal is not open yet. Natalie Curran is working on compiling the necessary information.
- l. Working on creating a newsletter (print and email) and an email list.

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. William Balles accepted the position as a trustee on the Phoenix Public Library Board of Trustees.
- b. Discussion on the best ways to provide information about the library and the need for sustainable funding. (FAQ sheet, info graphics, social media, newsletter, website, community report)

H. Open Forum

None

I. Adjournment

Karen Brandt moved to adjourn the meeting. Fred Wall seconded. Motion carried.

The meeting was adjourned at 9:50am.

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

Respectfully submitted,

Natalie Curran

Director

*Board of Trustee Meeting Agenda
February 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