

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
July 14, 2022

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

A. Call to Order

Karen Brandt Brown called the meeting to order at 9:01am.

B. Approval of Agenda

Fred Wall moved to approve the agenda. Noreen Patterson seconded. Motion carried.

C. Approval of Minutes

Bill Balles moved to approve the minutes from June 9, 2022. Noreen Patterson seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Fred Wall gave the report for June, expenses are as expected. The operating account is getting low. Fred Wall will ask Roxanne Demo to move \$20,000 from the Reserve account to the operating account. Noreen Patterson moved to approve the treasurer's report and move the \$20,000 from the reserve account to the operating account. Bill Balles seconded. Motion carried.

2. Director's Financial Report

Natalie Curran gave the report for June. Fred Wall moved to approve the Director's Financial Report and supporting documents. Bill Balles seconded. Motion carried.

3. Director's Report

a. Summer Reading

- Kids - 146
- Teens - 11
- Adults - 98

b. The Little Gem Daycare is visiting the library three times a week.

c. Petty Cash Check – It is a new bank policy that Fulton Savings Bank can no longer cash a check without depositing it into an account and then withdrawing the funds. Natalie Curran has a personal account with Fulton Savings Bank so she is able to cash the petty cash check there. If someone doesn't have an account, they will need to go to an NBT Bank to have the check cashed.

d. NCLS is looking at switching to a new ILS system. They have discovered several issues with the number of bills and items with bills on them that need to be addressed before making the switch. The Board needs to make changes to the circulation policy to set a time limit when bills will be forgiven.

e. Noreen Patterson moved to accept the changes to the Circulation and Interlibrary Loan Policies. Bill Balles Seconded. Motion Carried.

F. Old Business

- a. Noreen Patterson moved to have the Board of Trustees Treasurer sign the vouchers at the village office. Karen Brandt seconded. Motion carried.

G. New Business

- a. Fred wall moved to cancel the August Board of Trustees Meeting. Noreen Patterson seconded. Motion carried.

H. Open Forum

None

I. Adjournment

Bill Balles moved to adjourn the meeting. Noreen Patterson seconded. Motion carried.

The meeting was adjourned at 9:49 am.

The next meeting will be held in person at the library on September 8, 2022 at 9am.

Respectfully submitted,

Natalie Curran

Director

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Agenda
September 8, 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