

**PHOENIX PUBLIC LIBRARY**  
**Board of Trustee Meeting Minutes**  
**December 15, 2022**

Trustees present: William Balles, Noreen Patterson, Fred Wall, and Emily Young.

Trustees absent: Karen Brandt Brown

Staff present: Library Director Natalie Curran.

**A. Call to Order**

William Balles called the meeting to order at 10:01am.

**B. Approval of Agenda**

Noreen Patterson moved to approve the agenda. Emily Young seconded. Motion carried.

**C. Approval of Minutes**

Emily Young moved to approve the minutes from November 10, 2022. Bill Balles seconded. Motion carried.

**D. Public Comments**

None

**E. Reports to Board**

**1. Treasurer's Report**

Fred Wall gave the report for November, expenses are as expected. We received \$6,000 in Bullet Aid from Assemblymen Barclay's Office. Bill Balles moved to approve the treasurer's reports for November. Noreen Patterson seconded. Motion carried.

**2. Director's Financial Report**

Natalie Curran gave the report for November. Noreen Patterson moved to approve the Director's Financial Report and supporting documents. Fred Wall seconded. Motion carried.

**3. Director's Report**

- a. Copier Contract – The sales tax that had been paid was refunded as a credit on our quarterly statement.
- b. Kindergarten visited on December 5 and December 7.
- c. First Grade will be visiting on December 19.
- d. Tax Cap – has been submitted.
- e. Roof- The job was completed on Thursday, December 8.
- f. Amazon Line of Credit – Fred Wall and Natalie Curran looked into it. The card has to have a person's name on it and they pull a personal credit report for that person. We will continue to look into other options.
- g. The Library will be closed the following days:
  - Saturday, December 24
  - Monday, December 26
  - Saturday, December 31
  - Monday, January 2
- h. Board training – Angela is not available for the January meeting. Natalie Curran will try to schedule it for the February meeting.
- i. The staff and board members need to attend Sexual Harassment Training. Natalie Curran will try to schedule with Whitney Smith for the January meeting.

**F. Old Business**

None

**G. New Business**

Noreen Patterson attended the Town of Schroepel meeting and brought copies of their preliminary budget and credit card policy. Noreen Patterson attended a training offered by NCLS on becoming a school district library. It may be something that NYS requires all libraries to do in the future.

**H. Open Forum**

None

**I. Adjournment**

Noreen Patterson moved to adjourn the meeting. Fred Wall seconded. Motion carried.

The meeting was adjourned at 10:44 am.

The next meetings will be held in person at the library on January 12, 2023 at 10am.

Respectfully submitted,

Natalie Curran

Director

**PHOENIX PUBLIC LIBRARY**  
**Board of Trustee Meeting Agenda**  
**January 12, 2023**

**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**