

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
November 10, 2022

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

A. Call to Order

William Balles called the meeting to order at 10:03am.

B. Approval of Agenda

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

C. Approval of Minutes

Fred Wall moved to approve the minutes from October 13, 2022. Bill Balles seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Fred Wall gave the report for October, expenses are as expected. We received the check from the school for \$151,834. Noreen Patterson moved to approve the treasurer's reports for October. Emily Young seconded. Motion carried.

2. Director's Financial Report

Natalie Curran gave the report for October. Noreen Patterson moved to approve the Director's Financial Report and supporting documents. Bill Balles seconded. Motion carried.

3. Director's Report

- a. Copier contract was settled. B/W copies has been increased to 16,500 copies per year and Color stayed the same at 2,000.
- b. Kindergarten plans to visit in December.
- c. First Grade will be visiting on November 21st.
- d. Tax Cap – Karl Seckner confirmed that the 3.25% will not require a supermajority vote. Natalie Curran will submit paperwork for the tax cap.
- e. Roof- Over the Top stopped out to match materials. They hope to fit us in the next couple of weeks. Natalie Curran will see if it's possible for the roof company to replace the missing piece of facia.
- f. Amazon Line of Credit – Amazon is no longer offering the line of credit option to businesses. The option is a business credit card. Natalie Curran and Fred Wall will work on the application. Natalie Curran will ask other libraries for examples of a credit card policy.
- g. The Library will be closed the following days:
 - Friday, November 11 – Veterans Day
 - Thursday, November 24 – Thanksgiving
 - Friday, November 25
 - Saturday, November 26
 - Saturday, December 24
 - Monday, December 26
- h. Board training – Natalie Curran will try to arrange for a training before or after the January 12 meeting.

- i. Employee – Sexual Harassment Training needs to be completed after December 8. Whitney Smith has offered to host the training again this year. Natalie Curran found a candidate to be a substitute for the library. The substitute could work one shift a month to stay on payroll and then would be available to cover vacation and sick days.
- j. Karen Brandt Brown moved to amend the 2023 library budget to increase the Director’s pay to \$22.50 per hour, Karen Rowe to \$16.50 per hour, Isabella Bresett to \$15.00, and the New Person to \$14.50 per hour beginning December 31, 2022. The total 2023 budget with the changes to the staff pay will be \$147,360. Bill Balles seconded. Motion carried.

F. Old Business

None

G. New Business

None

H. Open Forum

None

I. Adjournment

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

The meeting was adjourned at 11:34 am.

The next meetings will be held in person at the library on December 15, 2022 at 10am.

Respectfully submitted,

Natalie Curran

Director

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Agenda
December 15, 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