

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Minutes
March 23, 2023

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

A. Call to Order

Karen Brandt Brown called the meeting to order at 9:03am.

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 February 9, 2023. Fred Wall seconded. Motion carried.

D. Public Comments

None

E. Reports to Board

1. Treasurer's Report

Fred Wall gave the report for February, expenses are as expected. Bill Balles moved to approve the treasurer's reports for February. Noreen Patterson seconded. Motion carried.

2. Director's Financial Report

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

3. Director's Report

- a) Annual Report – Natalie will update Emily Young's Oath of Office date and the Board meeting date. Noreen Patterson moved to approve the 2022 Annual Report. Fred Wall seconded. Motion carried.
- b) First Grade visited on March 20, 21, and 22. The students returned books, selected new ones to check out, listened to a story, and made a craft.
- c) Kindergarten classes visited the library on March 16 and 17. They have also selected dates for the rest of the year. They plan to visit once a month.
- d) Natalie Curran went to Mrs. Spoto's first grade classroom to read for March Madness on March 22.
- e) Mailbox door came entirely off. The mailbox is rusted and in poor condition. Natalie Curran purchased a new one from Home Depot. Don Hook replaced the mailbox and the damaged ceiling tiles.
- f) Security lights were found to be inoperable at the August building inspection. Natalie Curran had an electrician out. The battery was dead and corroded. The electrician recommended upgrading to a new LED system because of the age of the current system, the battery may not be the issue and getting parts will be difficult. The new system will be \$750. Noreen Patterson moved to replace the existing security lights with a new LED system. Bill Balles seconded. Motion carried.
- g) Natalie Curran met with Syracuse Sheds. They have provided recommendations and quotes for the building. Utilizing a parking spot would be the best option for cost, longevity, and ease of access. Noreen Patterson reported that the Century Club has at least \$4,000 to help with the cost of a shed. She will let them know that a shed has been chosen. Natalie Curran will meet with Jim Lynch to approve the location and get a permit if necessary. Noreen Patterson moved to approve the purchase of a 10 x 16 A Frame Cottage Shed. Bill Balles seconded. Motion Carried.

- h) Polaris Migration – April 18 – April 26
 - Staff Training March 7 in Mexico
 - Staff Training April 12 at Phoenix
 - i) Credit Card – Natalie Curran spoke with the Oswego County Libraries. They all have the Director’s name on the card. The credit cards they use are from Community Bank, Pathfinder Bank, and Key Bank. Natalie Curran spoke with a Community Bank representative and will be able to go in person to apply. The bank requires a letter from the Board approving the account be opened and that Natalie Curran will be an authorized user. Noreen Patterson will write the letter.
 - j) April Break is April 3 – April 7. The library will have an egg hunt and crafts.
- F. Old Business**
None
- G. New Business**
Karen Brandt Brown announced that she is resigning from the Board.
- H. Open Forum**
None
- I. Adjournment**
Fred Wall moved to adjourn the meeting. Noreen Patterson seconded. Motion carried.
The meeting was adjourned at 9:58 am.
The next meetings will be held in person at the library on April 13, 2023 at 10am.

Respectfully submitted,

Natalie Curran

Director

PHOENIX PUBLIC LIBRARY
Board of Trustee Meeting Agenda
April 13, 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