

**PHOENIX PUBLIC LIBRARY**  
**Board of Trustee Meeting Minutes**  
**October 12, 2023**

Trustees present: William Balles, Emily Young, Debra Dates, and Fred Wall.

Trustees absent: Noreen Patterson

Staff present: Library Director Natalie Curran.

**A. Call to Order**

William Balles called the meeting to order at 10:05am.

**B. Approval of Agenda**

Emily Young moved to approve the agenda. Debra Dates seconded. Motion carried.

**C. Approval of Minutes**

Fred Wall moved to approve the minutes from September 21, 2023. Emily Young seconded. Motion carried.

**D. Public Comments**

None

**E. Reports to Board**

**1. Treasurer's Report**

Fred Wall gave the report for September, expenses are as expected. The balance in the operating account on 9/29/2023 was \$61,369.96. Emily Young moved to approve the treasurer's reports for September. Debra Dates seconded. Motion carried.

**2. Director's Financial Report**

Natalie Curran gave the report for September. All expenses are as expected. Fred Wall moved to approve the Director's Financial Report and supporting documents. Bill Balles seconded. Motion carried.

**3. Director's Report**

- a) Shed – Bray Hope Farms didn't need the shed. It will be offered to the Crombachs.
- b) School Visits –
  - Kindergarten classes will be visiting on October 18 & 19 for a story, craft, and library cards.
  - The Pre K will be visiting on October 20 for a story and craft.
  - Trunk or Treat will be at the Elementary School on Saturday, October 21 from 2 to 4pm.
- c) Bill Balles moved to approve the copier contract for 16,500 B/W and 4,000 Color copies per year. Debra Dates seconded. All agreed. Motion Carried.
- d) Bill Balles moved that part time staff members will be paid for the village observed holidays occurring during their regular hours beginning on January 1<sup>st</sup>, 2024. Emily Young seconded. All agreed. Motion carried.
- e) Emily Young moved to have a Panic Alarm Switch installed on the circulation desk by CP Alarms. Debra Dates seconded. All agreed. Motion carried.
- f) Closed Days
  - Veterans Day – Friday, November 10
  - Thanksgiving – Thursday, November 23
  - Thanksgiving – Friday, November 24
  - Thanksgiving – Saturday, November 25
  - Christmas – Saturday, December 23

- Christmas – Monday, December 25
- Christmas – Tuesday, December 26

**F. Old Business**

- a. Natalie Curran presented options for new chairs for the Century Club Room. We will continue to look at options for computer chairs and chairs for the Century Club Room.

**G. New Business**

- a. Natalie Curran will need health insurance at some point during 2024. The options the village offers were presented to the Board. The Board will continue to look at the options.

**H. Open Forum**

None

**I. Adjournment**

Bill Balles moved to adjourn the meeting. Fred Wall seconded. Motion carried.

The meeting was adjourned at 11:05 am.

The next meeting will be held in person at the library on November 9, 2023 at 9:45 am.

Respectfully submitted,

Natalie Curran

Director

**PHOENIX PUBLIC LIBRARY**  
**Board of Trustee Meeting Agenda**  
**November 9, 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