

**PHOENIX PUBLIC LIBRARY**  
**Board of Trustee Meeting Minutes**  
**September 21, 2023**

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

Staff present: Library Director Natalie Curran.

Public present: Karen Rowe

**A. Call to Order**

William Balles called the meeting to order at 9:05am.

**B. Approval of Agenda**

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

**C. Approval of Minutes**

Emily Young moved to approve the minutes from July 13, 2023. Noreen Patterson seconded. Motion carried.

**D. Public Comments**

None

**E. Reports to Board**

**1. Treasurer's Report**

Fred Wall gave the report for August, expenses are as expected. The balance in the operating account on 8/31/2023 was \$69,725.05. Debra Dates moved to approve the treasurer's reports for August. Bill Balles seconded. Motion carried.

**2. Director's Financial Report**

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

**3. Director's Report**

- a) Shed – Karen & Bernie Rowe emptied the old shed into the new shed. Noreen Patterson moved to give the old shed to Bray Hope Farms if they are able to pick it up and move it before the winter. Bill Balles seconded. Motion Carried.
- b) Summer Reading was very successful. The library had 23 Summer Reading Programs with 983 people in attendance. 605 Grab & Go Craft Kits were given out. 10 Summer Reading Programs for children birth to 5 years old with 147 people in attendance. 82 children ages 0-5, 182 children ages 6-11, 19 teens, and 151 adults registered for the Summer Reading Challenge.
- c) The library was awarded a \$200 Mini Grant from NCLS to help offset the cost of the Mega Bubble Man performance.
- d) Copier Contract the library went over the allotted amount of copies again this year. Paying the overage costs more than if it's in the contract so it would be beneficial to us to increase the amount in our service agreement. The Board would like to see quotes for 18,000 B\W and 4,000 color and then another quote for 16,500 B\W and 4,000 color.

**Natalie Curran and Karen Rowe exited the room.**

- e) Bill Balles moved to change the Director's work week from 30 hours to 35 hours. Fred Wall seconded. All agreed. Motion Carried.
- f) Bill Balles moved to raise Natalie Curran's salary from \$22.50 to \$24.30 for a yearly total of \$44,226.00. Debra Dates seconded. All agreed. Motion carried.
- g) Fred Wall moved that part time staff members will be paid for the village observed holidays occurring during their regular hours. Debra Dates seconded. All agreed. Motion carried.

Natalie Curran rejoined the meeting.

- h) Noreen Patterson moved that starting on December 31, 2023 Karen will be paid \$17.50 per hour, Isabella will be paid \$16.00 per hour, and Stacey will be paid \$15.50 per hour. Debra Dates seconded. All agreed. Motion carried.
  - i) Noreen Patterson moved to approve the 2024 Budget with the changes to the Director's hours and rate of pay. For a total budget amount of \$163,362. Bill Balles seconded. All agreed. Motion carried.
  - j) Bill Balles moved that the library will submit the Tax Cap paperwork for a total amount of \$161,414. Fred Wall seconded. All agreed. Motion carried.
- F. Old Business**
- a) The plaque for the shed will be placed on the end cap of the bookshelf directly next to the exit door closest to the shed.
- G. New Business**
- a) The library should look into replacing the computer chairs and the chairs in the Century Club room as well as get quotes for a possible mural in the children's area.
- H. Open Forum**
- None
- I. Adjournment**
- Bill Balles moved to adjourn the meeting. Fred Wall seconded. Motion carried.  
The meeting was adjourned at 11:06 am.  
The next meeting will be held in person at the library on October 12, 2023 at 10am.

Respectfully submitted,

Natalie Curran

Director

**PHOENIX PUBLIC LIBRARY**  
**Board of Trustee Meeting Agenda**  
**October 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