

## **January 22, 2024, Annual Meeting Library Board of Trustees**

### **Roll Call:**

David Benz, Kevin Kelley, Nick Rich, Bryeen Bengston, Darcy Dipane, Holly Rich, Director Daniel Bish (Absent: Lee Coryell)

### **Public Participation:** None

The meeting was called to order at 6:36 p.m.

**Adoption of agenda** Approved. Nick, Motion; Bree: second. All in favor.

**1. Approval of Minutes**, January 26, 2023 Approved. Nick, Motion; Bree: second. All in favor.

**2. President's Report** - Board President, Dave Benz gave a synopsis of the accomplishments of 2023 and projections for the coming year 2024.

### **3. Director's Report**

Dan discussed the improvements made within the Library and the progress of the current expansion project.

### **4. Yearly Summary of Standing Committee Reports**

- **Building/Technology:** Dan
- **Finance/Funding:** Bree
- **Policy/Personnel:** Lee (absent)
- **Public Relations:** Holly

### **5. Election of Trustees:**

- **Election to Trustee Terms**
- **Nomination and Election of Officers**

Approved. Motion; Nick, Holly: second. All in favor.

- **2024 Committee Assignments**
- **2024 Claims Auditor Schedule**

### **6. Items for Annual Board Review and Approval**

- |  |   |
|--|---|
| 1. Salary Schedule, to be presented by<br>Library Director | 3. Insurance Review   |
| 2. Health Insurance Benefit Summary                        | 4. Bank Depository Review   |
|  | 5. Claims Auditor Responsibilities Review and<br>Preparation of 2023 Schedule |

6. Signatories Review
7. Authorized Pre-Payments
8. By-Laws Review
9. Conflict of Interest Policy Disclosures to be signed by all
10. Whistleblower Policy Disclosures are to be signed by all
11. Sexual Harassment Disclosure Policy
12. Policies Review and Vote
13. Approve Depreciation Schedule (Tabled)

**All items above were voted upon and approved by trustees in attendance.**

Adjourn Annual Meeting: Approved.

Nick: Motion; Bree: second. All in favor.

## **Phelps Library Board of Trustees January 22, 2024, Monthly Minutes**

**Meeting called to order 7:30 pm**

### **Roll Call:**

David Benz Kevin Kelley, Nick Rich, Bryeen Bengston, Darcy Dipane Holly Rich, Lee Coryell (absent), Director Daniel Bish

**Public Participation:** None

**Adoption of agenda** Approved. Nick, Motion; Bree: second, All in favor.

**1. Approval of Minutes**, December 11, 2023, Nick, Motion; Darcy: second, All in favor.

**2. Approve Finances** (Tabled till the next monthly meeting)

### **3. Director's Report**

Dan shared that Room 213 is now in move-in condition.

The Library staff participated in the Headstart STEM Program on January 18, 2024, in the PCC cafeteria. It was well-attended and hopefully be moved to the Library's STEM addition in the future.

### **4. Standing Committee Reports**

#### **- Building/Technology:**

- Work continues on 213,

#### **- Finance/Funding:**

- Annual Appeal was sent out.

- Funding request sent to Village
- **Policy/Personnel:**
  - Meeting to for Dan's 2024 contract
- **Public Relations:**
  - Library Advocacy Day will be in March, with specific dates and times to come. If interested in participating, please let Daniel Bish know
  - Potential changes to the Eclipse event will depend on new PCC info
  - Bring your child to the library is this Saturday, February 3, 2024

**5. Unfinished Business: N/A**

**6. New Business: N/A**

**Meeting adjourned at 7:49 pm.**

**Next meeting: Monday, February 12, 2024 @ 6:30 pm.**

## **Phelps Library Board of Trustees March 11, 2024 Monthly Minutes**

**Meeting called to order 6:39 pm**

### **Roll Call:**

David Benz, Nick Rich, Bryeen Bengston, Darcy Dipane, Holly Rich, Lee Coryell, Director Daniel Bish (absent) Kevin Kelley

**Public Participation:** Lauren Payne, John McCarthy.

End of Year 2023 Financial Report given by John McCarthy

**Adoption of agenda** Approved. Nick, Motion; Lee: second, All in favor.

**1. Approval of Minutes- February 12, 2024**, Nick, Motion; Bree: second, All in favor.

**2. Approval of Finances**, Lee, Motion; Nick: second, All in favor.

### **3. Director's Report**

Dan stated that a soft opening for the renovation project could possibly be scheduled in the next couple of weeks. A Grand Opening Ribbon Cutting Ceremony will be scheduled in the near future. Hopefully, with Senator Pam Helming and Assemblyman Jeff Gallahan in attendance.

The Board Members viewed the progress of Room 213.

### **4. Standing Committee Reports**

#### **- Building/Technology:**

-Finishing touches in 213, are under construction. Shelving and equipment will be moved into the space.

-The new Epson printer has arrived.

#### **- Finance/Funding:**

-Dan gave the Phelps Village Board members a presentation on Library Budget and funding.

-Town funding was received.

#### **- Policy/Personnel:**

- New Trustee Handbook will be delivered from OWWL soon.

#### **- Public Relations:**

- Details are being finalized for the April 8th Eclipse event. Glasses will be available at the front desk beginning March 18th. The Library staff is assisting with activities for the Event.

- Romulus Makerspace date is March 26th.

### **5. Unfinished Business:**

- Loryn Payne was accepted as a new board Member. Welcome Loryn!

**6. New Business:** Tummund's Fund 2024 was accepted, Nick, Motion; Holly:second, All in favor.

- **The April meeting date was changed to April 15th due to the eclipse.**

- **Meeting adjourned at 7:45 pm.**

**Next meeting: Monday, April 15, 2024 @ 6:30 pm**

## **Proposed Agenda for April 15, 2024 Monthly Meeting Minutes**

**Meeting called to order: 6:33 pm**

### **Roll Call:**

David Benz, Lee Coryell, Kevin Kelley, Breeyn Schoonerman, Darcy DiPane, Loryn Payne, Director Daniel Bish Other staff & public

**Public Participation:** none

**Adoption of agenda** Lee motioned; Darcy second; all in favor.

**1. Approval of Minutes**, March 11, 2024 Darcy motioned; Lee seconded; all in favor.

**2. Approve Finances** - tabled to next month

### **3. Director's Report**

-Librarian Issues: States are passing laws to determine what's available in libraries and charging the librarian with "inappropriate" materials

-Incident at library with young woman; donation jar went missing; our security system lost connection and now has back up and functioning after needed to replace outlets

### **4. Standing Committee Reports**

#### **- Building/Technology:**

- 213 sink discussion - don't have working sink in room; putting in a commercial sink in the room for \$2500; approved by board

#### **- Finance/Funding:**

- Received Schwab funding - \$32,00 from budget

- Preparing grant proposal for Preston Foundation - due by June for additional amount not covered by the state. This will be matching Grant and should be able to cover the backdoor/proper entrance as well as handicap entrance

#### **- Policy/Personnel:**

#### **- Public Relations:**

- Eclipse Day and event - good turn out at the field despite the clouds

### **5. Unfinished Business:**

TBD on soft opening of STEM lab

### **6. New Business:**

- Discussion/Vote: 2023 Annual Report

Correction to Bree's name from Bengtson to Schoonerman; Bree motion; Loryn Second; all in favor.

**Meeting adjourned at 7:45pm**

**Next meeting: Monday, May 13, 2024 @ 6:30 pm**

**Phelps Library Board of Trustees  
May 13, 2024 Monthly Meeting Minutes**

**Meeting called to order: 6:33 pm**

**Roll Call:**

David Benz, Lee Coryell, Kevin Kelley, Breeyn Schoonerman, Darcy DiPane, Loryn Payne, Holly Rich (Nick Rich -absent), Director Daniel Bish

**Public Participation:** none

**Adoption of agenda** Lee motioned; Bree: second; all in favor.

**1. Approval of Minutes**, April 15, 2024, Darcy motioned; Lee: second; all in favor.

**2. Approve Finances** - March 11, 2024 Holly motioned; Darcy: second; all in favor  
April minutes -tabled to next month

**3. Director's Report**

-Dan shared with the Board of Trustees the current response from the State Education Department regarding the Moms for Liberty appeal for the removal of 5 books from the Clyde Savannah CSD library.

-Dan stated that May 28th would be scheduled for a soft opening for the STEM Makerspace addition with the public invited.

**4. Standing Committee Reports**

- **Building/Technology: N/A**

- **Finance/Funding**

- 990 delivered to Allan Mallette for filing

- **Policy/Personnel: N/A**

- **Public Relations:**

- A Public Relations Committee meeting to discuss Makerspace opening and future fundraising activities will be held at 5:30 on June 10, 2024 at the library.

**5. Unfinished Business: N/A**

**6. New Business:**

-PCC will hold a "Family Fun Day" in honor of its 20th anniversary on July 13, 2024 from 12-3

-**Meeting adjourned at 7:06 pm**

-**Next meeting: Monday, June 10, 2024 @ 6:30 pm**

**Phelps Library Board of Trustees**  
**June 10, 2024 Monthly Meeting Minutes**

**Meeting called to order: 6:33 pm**

**Roll Call:**

David Benz, Lee Coryell, Kevin Kelley, Breeyn Schoonerman, Darcy DiPane, Loryn Payne, Nick Rich, Director Daniel Bish

**Public Participation:** none

**Adoption of agenda** Lee motioned; Bree: second; all in favor.

**1. Approval of Minutes**, May 13, 2024 Loryn motioned; Bree: seconded; all in favor.

**2. Approve Finances** - April 2024 Lee motioned; Nick: seconded; all in favor. - May 2024 Tabled till next month.

**3. Director's Report**

- Dan reported that the floor in the addition required a different coating than was originally anticipated.

**4. Standing Committee Reports**

**- Building/Technology:**

- Floor in the addition is almost completed (See above)

**Finance/Funding: N/A**

**- Policy/Personnel: N/A**

**- Public Relations:**

- Met with additional committee (Finance) and Dan Bish

to discuss preliminary dates and organization necessary for the Makerspace Fair in 2025. Next meeting scheduled for 5:30 pm, July 8, 2024, at the Library.

-Monthly meetings will be scheduled with Mayor Jim Cheney, Janie Burgess, and Ben Wheat to discuss/coordinate building events and projects. -July 14, 2024 PCC Family Fun Day Festival 20th Anniversary

-October 19, 2024 Harvest Festival

-December 7, 2024 Hometown Christmas

2 free empire Passes are available to borrow to visit National and State Parks.

Rochester Museum & Science Center passes are available to borrow for free

**5. Unfinished Business:**

TBD on soft opening of STEM lab

**6. New Business: N/A**

**Next meeting: Monday, July 8, 2024 @ 6:30 pm**

N

Correction to Bree's name from Bengtson to Schoonerman; Bree motion;  
Loryn Second; all in favor.

**Meeting adjourned at 7:45pm**

**Next meeting: Monday, May 13, 2024 @ 6:30 pm**

**Phelps Library Board of Trustees  
July 8, 2024, Monthly Meeting Minutes**

**Meeting called to order: 6:32 pm**

**Roll Call:**

David Benz, Lee Coryell, Kevin Kelley, Breeyn Schoonerman, Darcy DiPane, Loryn Payne, Nick Rich, Holly Rich, Director Daniel Bish

**Public Participation:** none

**Adoption of agenda** Lee motioned; Nick: second; all in favor.

- 1. Approval of Minutes**, June 10, 2024,
- 2. Approve Finances** - May and June 2024 Loryn motioned; Nick: seconded; all in favor.

**3. Director's Report**

- Dan reported that the "Adventures at Your Library" summer reading program will begin next week.

-He explained the "1000 Books Before Kindergarten " program. Both the Daycare and Early Learning Center will receive information.

**4. Standing Committee Reports**

**- Building/Technology:**

- Cabinets and pegboards have been moved to the new location.
- Vendor prices will be sought for the new shelving needed.

**-Finance/Funding: N/A**

**- Policy/Personnel: N/A**

**- Public Relations:**

- Additional committees of (Finance), (Public Relations) and Dan Bish met to continue planning the Makerspace Convention planned for May 2025

-July 14, 2024 PCC Family Fun Day Festival 20th Anniversary

-TBD on soft opening of STEM lab.

- Need for a Quarterly flyer

**5. Unfinished Business: N/A**

**6. New Business:** Board members will review the Library Mission Statement

**The meeting adjourned at 7:36 pm**

**Next meeting: Monday, August 12, 2024 @ 6:30 pm**

**Phelps Library Board of Trustees  
August 12, 2024, Monthly Meeting Minutes**

**Meeting called to order: 6:32 pm**

**Roll Call:**

Lee Coryell, Kevin Kelley, Darcy DiPane, Loryn Payne, Nick Rich, Holly Rich, David Benz (absent), Breeyn Schoonerman (absent), Director Daniel Bish

**Public Participation:** none

**Adoption of agenda:** Holly motioned; Darcy: second; all in favor.

**1. Approval of Minutes**, June 10, 2024, Darcy motioned; Kevin: second; all in favor.

**2. Approve Finances** - June 10, 2024, Darcy motioned; Kevin: seconded; all in favor. July and August were tabled.

**3. Director's Report**

- Dan led a tour of the Makerspace Room. The newly completed additional room will serve more library patrons, allow a wider array of STEM activities to be explored, and build upon existing capabilities to develop classes of interest to the general public.

**4. Standing Committee Reports**

**- Building/Technology:**

- Makerspace Update

**-Finance/Funding:**

- The board discussed the use of funding from the Library's Schwab account to begin phase 2 of the Makerspace addition

**- Policy/Personnel:**

- Bookkeeper position discussion

**- Public Relations:**

- Back to School Makerspace Event - run by Dan during the last week of August to highlight daily different STEM activities for kids.

- 1000 Books before Kindergarten relaunch- will be similar to "Book-it Program"

**5. Unfinished Business: N/A**

**6. New Business:** Board members will review the Library Mission Statement

**The meeting adjourned at 7:09 pm**

**Next meeting: Monday, September 9, 2024 @ 6:30 pm**

**Monday, September 9, 2024 @ 5:30 pm for Makerspace  
Committees**

**Phelps Library Board of Trustees**  
**October 14, 2024, Monthly Meeting Minutes**

**Meeting called to order: 6:32 pm**

**Roll Call:**

Lee Coryell, Kevin Kelley, Darcy DiPane, Nick Rich, David Benz, Loryn Payne (absent), Breeyn Schoonerman, Holly Rich and Director Daniel Bish

**Public Participation:** none

**Adoption of agenda:** Nick motioned; Lee: second; all in favor.

**1. Approval of Minutes**, August 12, 2024, Nick motioned; Lee: second; all in favor.

**2. Approve Finances** - June, July & August 2024, Darcy motioned; Lee: seconded; all in favor. September records were tabled until next month's meeting.

**3. Director's Report**

- Dan led a discussion regarding the recent bed bug infestation at the Clifton Springs Library and its impact on libraries in the OWWL system.
- Dan participated in the Phelps NY Forward Grant by proposing ideas for a potential garden walk and a story walk in the back of the Library.

**4. Standing Committee Reports**

**- Building/Technology:**

- Water leak in the staff room.
- Makerspace: Waiting to receive code enforcement designation. Dan will contact necessary persons.

**-Finance/Funding:**

- Officially received notice from NY State that our construction grant has been approved
- Schwab funding was received and work will continue to move forward on the Renovation Project.
- Funding Request was sent to the Town.
- Levy request was sent to the school.
- The Finance Committee will set up a meeting for the 2025 budget prior to the November meeting.

- Discussion was held regarding overriding the Tax Cap.

**- Policy/Personnel:**

- Bookkeeper position- Hiring Valerie Savage to have clearance in order to manage the Library's community bank account. Nick motioned; Holly: second; all in favor.

- A Library customer sent an inquiry to the board regarding the Library's child supervision policy. The Board President has responded and reports that the customer was satisfied with the outreach. The inquiry prompted a discussion about the need for any policy updates.

**- Public Relations:**

- 1000 Books before Kindergarten relaunch- will be similar to "Book-it Program"

-Library Saturday hours resumed September 28th.

-Harvest Festival is scheduled for Saturday, October 19,2024.

Library will be open for craft activities.

-Board discussed the need for a Community yearly calendar to schedule all activities and promote communication.

**5. Unfinished Business: N/A**

**6. New Business:**

Trustee Education hours must be completed by 12/31.

Annual Appeal coming soon.

**The meeting adjourned at approximately 7:50 pm**

**Next meeting: Monday, November 11, 2024 @ 6:30 pm**

**Monday, November 11, 2024 @ 5:30 pm for Makerspace Committees**

**Phelps Library Board of Trustees  
November 11,, 2024, Monthly Meeting Minutes**

**Meeting called to order: 6:34 pm**

**Roll Call:**

Lee Coryell, Kevin Kelley, Darcy DiPane, Nick Rich, David Benz (absent),  
Loryn Payne, Breeyn Schoonerman, Holly Rich and Director Daniel Bish

**Public Participation:** none

**Adoption of agenda:** Nick motioned; Bree: second; all in favor.

**1. Approval of Minutes**, September 2024, Darcy motioned; Loryn: second;  
all in favor. October 2024, Holly motioned; Loryn second; all in  
favor.

**2. Approve Finances** - September and October 2024 were tabled until next  
month's meeting.

**3. Director's Report**

- Dan led a discussion regarding the need for fundraising activities in 2025 to offset higher costs for materials and wage increases.
- Discussed progress on the Makerspace Festival for 2025.

**4. Standing Committee Reports**

**- Building/Technology:**

- Need for laptop replacement due to age and efficiency.

**-Finance/Funding:**

- Levy funding received.
- Finance Committee met November 4, 2024.
- Budget for 2025 was reviewed and will be voted on next month.
- Vote on overriding the current tax cap. Darcy motioned; Bree second;  
all in favor.

**- Policy/Personnel:**

- First Amendment Auditor situation in Ontario County -Library has a

policy in place.

**- Public Relations:**

- 1000 Books before Kindergarten relaunch- will be similar to “Book-it Program”
- Dan has renovated the Library’s website to include a new calendar for upcoming events.
- Drop your Drawers Campaign to begin.

**5. Unfinished Business:**

- Trustee Education hours must be completed by 12/31.
- Annual Appeal

**6. New Business:**

**The meeting adjourned at approximately 7:34 pm**

**Next meeting: Monday, December 9, 2024 @ 6:30 pm**

**Monday, December 9, 2024 @ 5:30 pm for Makerspace Committees**