Phelps Library Board of Trustees

March 13, 2025, Monthly Meeting Minutes

Meeting called to order: 6:40 pm

Roll Call:

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

Public Participation: none

Adoption of agenda: Nick motioned; Lee: second; all in favor (Note: in lieu of a written agenda a verbal agenda was presented to the Board by David Benz for approval).

1. Approval of Minutes, February 10, 2025, Lee motioned; Nick: second; all in favor.

2. Approve Finances - January 2025, Dave motioned; Lee; second; all in favor. Approval of February 2025 finances was tabled until April's meeting.

3. Board's Report

Dave advised the Board that Dan Bish is continuing to work on required tasks on a limited and part-time basis. Acting in that capacity, Dan has completed and submitted the Annual Report before the deadline.

4. Standing Committee Reports

- Building/Technology:

-Smoke heads in the STEAM Lab have been replaced in compliance with Building Code requirements.

-Work to clean STEAM Lab ducts to be scheduled in compliance with Building Code requirements.

-Plumbing bids to complete needed work in the STEAM Lab, staff room, and restrooms are under review.

-OWWL has advised the Board that the Library is obligated to purchase six (6) new Windows-capable computers by November 2025. The computers must be compatible with the OWWL system and purchased through OWWL's state-approved vendor. To assist with the cost, OWWL will subsidize 47% of the Library's annual Evergreen (open

space library software) fee.

-Finance/Funding:

- Dave and Kevin attended a special meeting of the Phelps Village Board to discuss the Library's annual funding request. There are no changes to the prior request and no concerns with the request were noted.

- Policy/Personnel:

- Dave is working on a policy to permit limited use of the Library's logo in conjunction with special events conducted by community not for profit organizations.

- Public Relations:

- Discussed a proposal to authorize Val (library account) to draft a template letter to thank donors for recent gifts and donations. Lee motioned to authorize; Nick; second; all in favor.

5. Unfinished Business:

-N/A

6. New Business:

N/A

The meeting adjourned at approximately 8:06 pm.

Next meeting: Monday, April 14, 2025 @ 6:30 pm.