

January 13, 2025, Annual Meeting Library Board of Trustees

Roll Call:

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

Public Participation: None

The meeting was called to order at 6:34 p.m.

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

1. Approval of Minutes, January 24, 2024 Approved. Nick, Motion; Lee: second. All in favor.

2. President's Report—**Board President** Dave Benz gave a synopsis of 2024's accomplishments and projections for 2025. (See report)

3. Director's Report

Dan reported that Phelps Community Library is now an official Ambassador for the Outreach Education Program sponsored by the Rochester Museum and Science Center for at least the next 4 consecutive years.

Dan reviewed the accomplishments of the last year, especially the Makerspace addition. Plans for the opening date will be finalized soon.

4. Yearly Summary of Standing Committee Reports

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

5. Election of Trustees:

- Election to Trustee Terms

The motion for Holly to serve an additional term was approved. Lee: Motion; Loryn second

- Nomination and Election of Officers

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

Dave - President	Lee - Vice President
Bree - Treasurer	Holly - Secretary

- 2025 Committee Assignments

Building/Technology: Kevin, Nick

Finance Funding: Bree, Darcy

Policy/Personnel: Lee, Loryn, Nick
Public Relations: Darcy, Loryn, Holly

- 2025 Claims Auditor Schedule

6. Items for Annual Board Review and Approval (Motions for Approvals Noted Below)

1. Salary Schedule, to be presented
by Library Director
 2. Health Insurance Benefit Summary
 3. Insurance Review
 - 4 Bank Depository Review
 5. Claims Auditor Responsibilities Review and
Preparation of 2025 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 Disclosure to be signed by all
 11. Sexual Harassment Policy Disclosures
 12. Policies Review and Vote
 13. Approve Depreciation Schedule
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1. Approved. Motion; Nick: Loryn: second. All in favor.
 2. Approved. Motion; Lee: Nick: second. All in favor.
 3. Waiting on the report from the insurance company
 4. Approved. Motion; Nick: Loryn: second. All in favor.
 5. Trustees signed
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6. Vote unnecessary.
 7. Approved. Motion; Lee: Nick: second. All in favor.
 8. Approved. Motion; Holly: Nick: second. All in favor.
 9. Trustees signed.
 10. Trustees signed.
 11. Approved. Motion; Lee: Nick: second. All in favor.
 12. Approved. Motion; Lee: Nick: second. All in favor.

Motion to adjourn meeting 7:35 pm

come. If interested in participating, please let Daniel Bish know

- The Library participated in the New Year's Eve Community Events.

The Mary Preston Memorial Foundation has invited the Trustees and other community organizations to a dinner on February 1. If interested, Contact Dan by 1/30.

5. Unfinished Business: N/A

6. New Business: N/A

The meeting adjourned at 7:40 pm.

Next meeting: Monday, February 10, 2025 @ 6:30 pm.

**Phelps Library Board of Trustees
February 10, 2025, Monthly Meeting Minutes**

Meeting called to order: 6:30 pm

Roll Call:

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

Public Participation: None

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

1. Approval of Minutes, January 13, 2025, Darcy motioned; Kevin: second; all in favor.

2. Approve Finances - Tabled until next month.

3. Director's Report

- Dan will be contracted on a part-time weekly basis for a limited period to facilitate the transition of a new Library Director.

4. Standing Committee Reports

- Building/Technology:

- N/A

-Finance/Funding:

- John McCarthy, the library's financial advisor, shared the status of the current investments and stated that there was no need for changes at present.

- Policy/Personnel:

- See Director's report

- Public Relations:

-Library Advocacy Day will be held in March with specific dates and times to come.

-The Mary Preston Memorial Dinner was held on February 1, 2025. Dave Benz represented the Library Board.

-The Phelps Community Center is holding a casino night fundraiser, on March 29, 2025, with the Library as one of the beneficiaries

5. Unfinished Business: N/A

6. New Business: FRPL Grant Report finalization Nick motioned; Bree: second; all in favor.

The meeting adjourned at 7:09 pm

Next meeting: Monday, March 10, 2025 @ 6:30

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.

Phelps Library Board of Trustees

April 17, 2025, Monthly Meeting Minutes

Meeting called to order: 6:30 pm

Roll Call:

Lee Coryell, Kevin Kelley, Darcy DiPane, Nick Rich, David Benz, Breeyn Schoonerman, Holly Rich

Public Participation: Deb Dennis

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

1. Approval of Minutes - tabled until May meeting

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- See below

4. Standing Committee Reports

- Building/Technology:

- Plumbing bids (3) for the work in the STEAM lab were submitted. The Board evaluated the bids and awarded the contract to Hometown Plumbing. Lee motioned; Bree; second; all in favor.

- The purchase of child friendly tables and chairs for the front area were approved. Holly motioned; Lee; second; all in favor.

- Discussion on the Phelps Forward Grant More details should be forthcoming by the State.

-Finance/Funding:

- Results of Casino Night will be available in May.

-Change of Signatories to investment account Bree motioned; Lee; second; all in favor.

- Policy/Personnel:

- Acceptance of resignation from the Board of Trustees by Loryn Payne

- Status of hiring efforts - Interviews continue. Hiring Committee will

meet after the regular Board Meeting.

- **Public Relations:** N/A

- **5. Unfinished Business:**

-N/A

6. New Business:

N/A

The meeting adjourned at approximately 7:18 pm.

Next meeting: Monday, May 12 , 2025 @ 6:30 pm.

Phelps Library Board of Trustees
June 9, 2025, Monthly Meeting Minutes

Meeting called to order: 6:33 pm

Roll Call:

Darcy DiPane, David Benz, Breeyn Schoonerman, Holly Rich, Danielle Roder
-Library Director, Lee Coryell (Absent), Nick Rich (Absent), Kevin Kelley (Absent).

Public Participation: None

Adoption of agenda: Darcy motioned; Bree seconded; all in favor.

1. Approval of Minutes- Darcy motioned; Bree seconded; all in favor.

2. Approve Finances - Tabled until next month; Dave motioned; Holly seconded; all in favor

3. Board's Report - See below

4. Standing Committee Reports

- Building/Technology:

- A grant extension was facilitated by OWWL for the Library Expansion STEAM Room Project. Input from 3 local vendors are required to provide bids for the hiring process process.

-Finance/Funding:

- Paperwork was submitted to John McCarthy to update the changes of the signatories.

- Policy/Personnel:

- The Board welcomed the new Library Director: Danielle Roder.

-Public Relations:

- "S'mores" Night is scheduled for June 26. The library will advise the PCC of the event.

- The School District's annual Chem Fee Night will be held during the last weekend in June. The school's liaison has requested the use of the library's conference room to allow a space for games and non-athletic activities. The library will accommodate the request.

- The Story Walk was installed on the Ontario Pathways by the Eagle Scouts. The Library will be responsible for changing the books quarterly.

5. Unfinished Business:

- N/A

6. New Business:

-N/A

The meeting adjourned at 7:39 pm

Next meeting: Monday, July 14, 2025 @ 6:30 pm

Phelps Library Board of Trustees
August 18, 2025, Monthly Meeting Minutes

Meeting called to order: 6:31 pm

Roll Call:

David Benz, Danielle Roder -Library Director, Lee Coryell, Kevin Kelley
Darcy DiPane (Absent) Nick Rich, Holly Rich, Breeyn Schoonerman
(Absent).

Public Participation: None

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

1. Approval of Minutes- Nick motioned; Lee seconded; all in favor.

2. Approve Finances - Tabled until next month; Lee motioned; Nick seconded; all in favor

3. Director's Report - See below

4. Standing Committee Reports

- Building/Technology:

- 20 Yard Dumpster from Empire Recycling will arrive Tuesday, August 19th. The Library will be closed on Wednesday, August 20 and Thursday, August 21 to facilitate cleaning.

- Matthew from OWWL will collect and dispose of outdated electronic equipment greatly aiding in the clean-up efforts. - Hometown Plumbing needs to complete their work to provide water access to both the Staff Room and the new STEAM Lab.

- According to OWWL, we will need 7 computers by the October 2025 deadline.

- According to Mayor Jim Cheney the Phelps Forward Grant process is moving along smoothly. The Village will continue to handle the library's portion of the improvement project.

-Finance/Funding:

- The Library Director met with Ron Kirsop, Executive Director for the OWWL Library System to discuss budget restructuring .

- Discussed and authorized a request for a 3% increase in funding in 2026 from the Town. Nick motioned; Holly seconded; all in favor.

- A "Sale" of old books, still usable materials from clean-up operation will be held.

Policy/Personnel:

- Miss Stephanie will remain with the library through December 2025.

- Appointed: Wendy Beman - be joining the staff up to two Saturdays per month Lee motioned; Dave seconded; all in favor.

-Public Relations:

- New hours began 8/4.

Monday- Thursday: 9:00 AM- 7:00 PM

Friday: 9:00 AM - 5:00 PM

Saturday: 9:00 - 1:00 PM

- Feedback over the new permanent Saturday Hours has been overwhelmingly positive.

- Our new Facebook page is growing .

- New monthly calendars of planned activities and programs are being well received by patrons.

- Discussion regarding counting increased patronage ensued.

5. Unfinished Business:

- N/A

6. New Business:

-N/A

The meeting adjourned at 8:14 pm

Next meeting: Monday, September 8, 2025 @ 7:30 pm

Phelps Library Board of Trustees
September 21, 2026 Monthly Meeting Minutes

Meeting called to order: 7:00 pm

Roll Call:

Danielle Roder -Library Director, Trustees: Lee Coryell, Kevin Kelley, David Benz, Nick Rich (Absent), Breeyn Schoonerman (Absent), Darcy DiPane, Holly Rich.

Public Participation: None

Adoption of agenda: Lee motioned; Darcy seconded; all in favor.

1. Approval of Minutes (June 15, 2026) - Lee motioned; Darcy seconded; all in favor.

2. Approve Finances (June 2026) - Lee motioned; Darcy seconded; all in favor.

3. Director's Report

4. Standing Committee Reports

- Building/Technology:

- Daniella removed all the chemicals from the STEAM Lab and transported them to the Hazardous Materials disposal event in Farmington, October 19th.

- A discussion regarding future programs (hydroponic gardening, Light Table, 3D printer usage, etc.) and a tour of the STEAM Lab and the rest of the Library rooms took place.

-Finance/Funding:

- The recent Library Book Sale Fundraiser held in the PCC gym was a success, raising \$670.00 and enabling a much-needed weeding process of the existing collection.

- The 2027 funding request for the Town of Phelps was mailed in. Included was a request for a 3% increase from 2026.

- Policy and Personnel:

- Kim Martin joined the staff on September 14th to cover the PCC after-school programs. Additionally, she will head and run the new STEAM Lab.

- Wendy Beman's role within the Library has expanded to include: passive crafts, cooking demos, and clerk duties on Saturdays. She is also responsible for a monthly evening Adult Book Club which focuses on mysteries and thrillers.

- Becky Sloan will continue to stay on and offer adult programming 2-4 times a month during the fall season.

The Insurance premium has been paid for the year, and the insurance broker will review our policy on September 22nd.

- Public Relations:

- The board of Trustees reviewed the Annual Appeal Letter to be sent to the printer.T-

-Summer reading concluded and was very successful. Phelps and Clifton Springs Library continue to collaborate on many projects and programs that have been well attended.

-The Rochester Museum and Science program entitled "Solids, Liquids, and Gases", on August 3rd, was well received by the public.

- Upcoming events: Harvest Festival on October 17th and " Trunk or Treat" on October 31st.

5. Unfinished Business:

- The new website is a work in progress.

6. New Business: NA

The meeting adjourned at 7:45 pm

Next Meeting: Monday, October 19, 2026 @ 6:30 pm

Phelps Library Board of Trustees
October 19, 2026 Monthly Meeting Minutes

Meeting called to order: 7:00 pm

Roll Call:

Danielle Roder -Library Director; Trustees: Lee Coryell, Kevin Kelley (Absent), David Benz, Nick Rich, Breeyn Schoonerman (Absent), Darcy DiPane (Absent), Holly Rich.

Public Participation: None

Adoption of agenda: Nick motioned; Holly seconded; all in favor.

1. Approval of Minutes (September 21, 2026) - Lee motioned; Nick seconded; all in favor.

2. Approve Finances (July, August, September 2026) - Lee motioned; Nick seconded; all in favor.

A vote was taken to increase the cap on credit card purchases to \$1500 before receiving a second signature.

3. Director's Report Included in Standing Committee reports

4. Standing Committee Reports

- Building/Technology:

- Door counter was purchased to assess the number of patrons coming in, circulation numbers, etc.

- Due to an October 30th deadline to post a minimum standard policy acceptance by the Board in our minutes to secure LLSA state funding, Danielle will temporarily republish our Wix site. She will meet on October 26th with OWWL to continue building a prefab site.

- As a result of a security breach, all members of the OWWL system will need to complete a two-part verification to log in to both Evergreen and OWWL. This may incur some unforeseen costs for the library.

- Discussion ensued regarding a nonfunctional library barcode purchase.

-Finance/Funding:

- Danielle will present a rough draft of the 2027 budget including requests for funding from the Mary Preston Foundation for additional programming for PCC classes and operational support.

- Policy and Personnel:

- A staff meeting was held to share and discuss policy responses for mental health emergencies.
- A request was made for a motion to approve OWWL's Minimum Standard Policy. Dave moved that the Phelps Library Board of Trustees affirms that the library is in full compliance with the New York State Minimum Standards for Public and Association Libraries as outlined in the Commissioner's Regulation Section 90.2 and further directs Library Director Danielle Roder to email the Executive Director of the OWWL Library System a link to the board meeting minutes once posted to the library's website, within two weeks of the meeting, in accordance with the New York State Open Meetings Law. Nick seconded, and the motion passed unanimously.
- An update on the removal of certain tools from the Wonder Lab with guidelines from OWWL was given. A meeting will be scheduled for the Finance and Personnel Committees to explore options available.

- Public Relations:

- The Library participated in a very successful Harvest Fest held at the PCC with over 100 visitors at our table. The Library will also partner with the PCC in "Trunk or Treat" for Halloween, October 31st.
- The Library entered into a new partnership with the PCC Dance Program and will discuss further collaboration with the theater program,

5. Unfinished Business: N/A

6. New Business: Meeting to be scheduled for Finance and Policy and Personnel Committees.

The meeting adjourned at 7:45 pm

Next Meeting: Monday, November 9, 2026 @ 7: 00 pm

Phelps Library Board of Trustees

November 18, 2025, Monthly Meeting Minutes

Meeting called to order: 6:38 pm

Roll Call:

Danielle Roder -Library Director, Trustees: Lee Coryell, Kevin Kelley,, Nick Rich, Holly Rich, Dave Benz, Breeyn Schoonerman (Absent), Darcy DiPane (Absent).

Public Participation: Rowan Sloane

Adoption of agenda: Nick motioned; Holly seconded; all in favor.

1. Approval of Minutes (October 13, 2025)- Nick motioned; Holly seconded; all in favor.

2. Approve Finances - Nick motioned; Lee seconded; all in favor.

3. Director's Report

- Danielle will send out monthly agenda and applicable materials for Trustees to peruse prior to the Board meetings.

- The asbestos test for the Makerspace room was negative.

- the Mayor, Jim Cheney and Janie from the PCC will store the STEAM machinery for a period of six months in a safe and secure location in the building.

- On November 29 and 30th, the Library will hold a Book Sale/Library Materials Sale.

- Staff will receive compensation for holidays. Nick motioned; Lee seconded; all in favor.

- Adoption of the Clifton Springs Library Holiday calendar beginning in 2026. Lee motioned; Nick seconded; all in favor.

4. Standing Committee Reports

- Building/Technology:

- New computers and printers and necessary software have arrived and were installed.

- Finance/Funding:

- Danielle will meet with the Personnel and Finance Committees to discuss salaries and budgeting concerns for the coming year.

- Policy/Personnel:

- Kelly will change her current temporary employment status to permanent. Nick motioned; Lee seconded; all in favor.

-Public Relations:

- Saturday hours are continuing to be popular.

- New monthly calendars of planned activities and programs are being well-received by patrons.

-Trunk or Treating had over 1000 participants.

- Hometown Christmas festival is scheduled for December 6. The Library will have "Letters for Santa, and crafts.

- Storybook Walk has been well received. It includes a QR code with Library information and happenings.

5. Unfinished Business:

- N/A

6. New Business:

-N/A

The meeting adjourned at 8:10 pm

Next meeting: Monday, December 8, 2025, @ 6:30 pm

Phelps Library Board of Trustees

December 29, 2025, Monthly Meeting Minutes

Meeting called to order: 6:32 pm

Roll Call:

Danielle Roder -Library Director, Trustees: Lee Coryell, Kevin Kelley,, Nick Rich, Holly Rich, Dave Benz, Breeyn Schoonerman, Darcy DiPane (Absent).

Public Participation: None

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

1. Approval of Minutes (November 18, 2025)- Nick motioned; Lee seconded; all in favor.

2. Approve Finances - Bree will look at for the January 2026 meeting

3. Director's Report (See Standing Committee Reports

4. Standing Committee Reports

- Building/Technology:

- Director is looking into adopting, Zoho Books, \$720/annually a new system to manage finances

- Finance/Funding:

- 2026 Budget Proposal handout reviewed.
- November Book and Cleanout Sale earned over \$600 for the library.
- Rowan Sloane took unsold books to area homeless shelters.
- Library has been approved for 2 Mary Hicks Preston Grants for 2026: One for a formalized collaboration with the PCC for Stephanie Cheney's Children Library services and the second an operations grant for \$63,000 to be delivered in quarterly payments

- Policy and Personnel

- Rowan Sloane will be offered the position of Programming and Administration Specialist as of 1/1/26. (\$20/ hr for 30 Hours/ week) Nick motioned; Holly seconded; all in favor.

-Public Relations:

- Hometown Christmas was very successful! The library was filled with participants.

- As evidenced by the data, the number of participants in library programs continues to increase.

5. Unfinished Business:

- Trustee Education Requirements due for 2025.

6. New Business:

- Reports by Committee chairpersons due for yearly meeting.

The meeting adjourned at 8:10 pm

Next meeting: Monday, January 12, 2025, @ 6:30 pm

Monthly meeting with yearly meeting following immediately after.