

Phelps Board of Trustees January 26, 2023

Roll Call:

Dave Benz, Lee Coryell, Kevin Kelly, Nick Rich, Breeyn Bengston, Darcy Dipane, Holly Rich, Director Daniel Bish

Public participation: None

The meeting was called to order at 7:40 pm.

Adoption of Agenda: Approved. Lee, motion; Nick, second; All in favor

1. Approval of Minutes, December 12, 2022,

Motion by Bree; Nick, second; All in favor

2. Approval of Finances:

a. November finances tabled till 2/2023

b. December finances Approved. Nick, motion; Lee, second; All in favor.

3. Director's Report

Dan shared that Room 207 is completed and the contractor can remove his items out of 2013.

Stephanie, the Children's Librarian is developing month by programs/ events.

Standing Committee Reports

a. Building/Technology

i. Discussion centered on the completion and installation of the new Book Drop.

Dan will contact the builders for renovations to insure security and welfare of materials.

b. Finance/Funding

i. Dan reported that the funding request for the Annual Appeal was sent out in December 2022.

ii. The Bullet Aid grant for \$25,000 was received from Assemblyman Jeff Gallahan.

iii. The budget for the expansion will be presented to the Village Board 3/6/2023 at 5:15.

c. Policy/Personnel

i. Trustee Education Policy mandates that Trustees must participate in 2 credit hours of online learning/ in person education programs offered by PLS.

d. Public Relations

i. Library Advocacy Day in Albany will be held in March 2023. Exact date to be announced.

ii. Saturday, February 4, 2023 from 9-12 is "Take Your Child to the Library Day".

Vicky and Stephanie will offer programs for those participants.

iii. Discussion was held regarding new programming/event ideas for the new year.

e. Unfinished Business

N/A

f. New Business

i. Discussion for long term vision with the Community

Meeting adjourned at 8:13 PM

Next meeting: February 13 at Library @6:30 PM

Phelps Board of Trustees February 13, 2023

Roll Call:

Dave Benz, Lee Coryell, Kevin Kelly, Nick Rich, Breeyn Bengston, Darcy Dipane, Holly Rich, Director Daniel Bish

Public participation: None

The meeting was called to order at 6:30 pm.

Adoption of Agenda: Approved. Nick, motion; Lee, second; All in favor

1. Approval of Minutes, January 26, 2023

Motion by Bree; Nick, second; All in favor

2. Approval of Finances:

a. November finances Approved. Dave, motion; Holly, second; All in favor

b. January finances Approved. Lee, motion; Nick, second; All in favor.

3. Director's Report

Dan shared that the "Bring a Child to the Library" on Saturday, February 4, from 9-1 was a success with a steady stream of patrons the entire time. The Library's events page on Facebook served to publicize the activity.

Dan received a copy of the formal Emergency Response Procedures from the Phelps Community Center staff. Discussion ensued regarding the Library's safety protocol. Room 207 is completed and the contractor can remove his items from 213 as soon as possible.

A Tummonds Fund grant of \$413.00 was used to purchase new books.

Standing Committee Reports

a. Building/Technology

i. Discussion centered on the need to purchase 5 additional shelving units and brackets. A vote was then taken and approved. Motion by Bree; Nick, second; All in favor.

b. Finance/Funding

i. Dan will present the budget for the expansion project at the Village Budget Presentation meeting on March 6, 2023.

c. Policy/Personnel

i. Trustee Education Policy was reviewed and approved. Bree, motion; Nick, second; All in favor.

d. Public Relations

i. Library Advocacy Day in Albany will be held in March 2023. Exact date is to be announced.

ii. On March 28th, staff will attend and participate in Geneva North Street STEAM event.

iii. Discussion was held regarding new programming/event ideas for the new year.

e. Unfinished Business

N/A

f. New Business

i. Discussion for long-term vision with the Community

ii. Review of the Policy Handbook for the next meeting in March.

Meeting adjourned at 7:45 PM

Next meeting: March 13 at Library @6:30 PM

Phelps Board of Trustees March 2023

Roll Call:

Dave Benz, Kevin Kelly, Nick Rich, Breeyn Bengston, Darcy Dipane, Lee Coryell (absent), Holly Rich, Director Daniel Bish

Public participation: Deb Dennis

The meeting was called to order at 6:40 pm.

Adoption of Agenda: Approved. Nick, motion; Bree, second; All in favor

1. Approval of Minutes, February 13, 2023

2. Approval of Finances:

Motion by Nick; Bree, second; All in favor

3. Director's Report

Dan shared that at 8:00 this evening, a State of Emergency (due to inclement weather has been called) and at that time the library will close. Room 213 is ready for the STEAM lab to utilize space.

Dan took a week of sick leave and Stephanie Cheney took a week off for bereavement leave.

Dan shared a look at the 2023-2024 Project Timeline for Renovations. He will continue to explore other grant opportunities for funding.

4. Standing Committee Reports

a. Building/Technology

i. Shelving purchased last month will arrive in May.

b. Finance/Funding

i. Dan received confirmation for the Bishop Electric estimate funding @\$14,000.

He will inquire about three additional contractors' estimates.

ii. The Village was amenable regarding next year's budget.

c. Policy/Personnel

i. Discussion/Vote: Policy Handbook Renewal - tabled till next meeting

ii. Discussion/Vote: 2022 Annual Report Approved. Nick, motion; Bree, second;

All in favor

d. Public Relations

i. Staff will be attending Geneva's North Street School "Family STEAM Night" -on March 28.

ii. Staff will be attending Romulus Center School's "Makerspace"-on April 19.

iii. Invitation to attend The PCC's Funday Sunday- On April 30 from 2-5.

5. Unfinished Business

N/A

6. New Business

N/A

The meeting adjourned at 7:37 PM

Next meeting: Monday, April 10, 2023, at Library at @6:30 PM

Phelps Board of Trustees April 10, 2023

Roll Call:

Dave Benz, Kevin Kelly, Nick Rich, Breeyn Bengston, Lee Coryell, Darcy Dipane, (absent), Holly Rich, Director Daniel Bish

Public participation: Deb Dennis

The meeting was called to order at 6:34 pm.

Adoption of Amended Agenda: Approved. Nick, motion; Bree, second; All in favor

Financial Advisor, John McCarthy, gave an update on the Library's combined accounts and finances for the past quarter.

1. Approval of Minutes, March 13, 2023, Approved. Nick, motion; Lee, second; All in favor

2. Approval of Finances: Motion by Nick; Holly, second; All in favor

3. Director's Report

Dan shared that in Room 213 Bishop Electric began an initial upgrade. The floor has been stripped of old carpeting and preparation to epoxy the floor has been undertaken.

The new Book Drop will be installed outside the Phelps Community Center this month.

Dan met with Tony Green (Boy Scouts organization) who will be partnering with the Library to coordinate activities for the total solar eclipse scheduled for April 8, 2024.

An Eagle Scout may be interested in developing protective structures to provide security for the Storywalk.

4. Standing Committee Reports

a. Building/Technology

i. Dan will look into obtaining more estimates from contractors by May of 2023 for the expansion project

b. Finance/Funding

N/A

c. Policy/Personnel

i. A meeting needs to be scheduled with the Policy/Personnel Committee to review Handbook changes.

d. Public Relations

i. Committee needs to meet to discuss developing and implementing a survey on the current needs and wants of the library for the community.

i. See Director's Report (above)

5. Unfinished Business

N/A

6. New Business

N/A

The meeting was adjourned at 7:29 PM.

Next meeting: Monday, May 8, 2023, @ 6:30 PM.

Phelps Board of Trustees May 8, 2023

Roll Call:

Dave Benz, Kevin Kelly, Nick Rich, Breeyn Bengston, Darcy Dipane, Lee Coryell, Holly Rich, Director Daniel Bish

Public participation: None

The meeting was called to order at 6:30 pm.

Adoption of Agenda: Approved. Nick, motion; Lee, second; All in favor

1. Approval of Minutes, April 10, 2023 Nick, motion; Lee, second; All in favor

2. Approval of Finances:

Motion by Dave; Nick, second; All in favor

3. Director's Report

Dan shared that the new Book Drop has been installed in the front of the Phelps Community Center.

After June 1st, the floor in the newly acquired space will be ready to be epoxied and bonding completed.

Dan will meet with the contractors (Lakeshore Handyman Services) to obtain an estimate on May 12th.

4. Standing Committee Reports

a. Building/Technology

(See Director's Report)

b. Finance/Funding

N/A

c. Policy/Personnel

i. Meeting May 18th Library @ 6:30 PM

d. Public Relations

i. Staff participated in the Romulus Central School Makerspace.

ii. The "Sunday Funday", April 30th, offered by the Community Center was attended by 1,500 people. The Library was open.

iii. the Public Relations Committee will meet this month to revise the survey focusing on the needs/ wants of the Community

5. Unfinished Business

N/A

6. New Business

N/A

The meeting adjourned at 7:20 PM

Next meeting: Monday, June 12, 2023, at Library at @6:30 PM

Phelps Board of Trustees June 12, 2023

Roll Call:

Dave Benz, Kevin Kelly, Nick Rich, Breeyn Bengston, Darcy Dipane, Lee Coryell, Holly Rich, Director Daniel Bish

Public participation: Deb Dennis

The meeting was called to order at 6:31 pm.

Adoption of Agenda: Approved. Nick, motion; Lee, second; All in favor

1. Approval of Minutes, May 8, 2023, Nick, motion; Lee, second; All in favor

2. Approval of Finances:

Motion by Dave; Nick, second; All in favor

3. Director's Report

Dan met with Lakeshore Handyman Services and A&J Builders. Both companies supplied him with an estimate. Dan then completed the forms necessary for the initial State Grant Construction Grant.

Dan, acting as a Judge, attended the Midlakes Storytelling Festival.

4. Standing Committee Reports

a. Building/Technology

(See Director's Report)

b. Finance/Funding

(See Director's Report)

c. Policy/Personnel

i. Met twice this month to review the Policy Handbook.

d. Public Relations

i. Met to discuss and modify the Community Survey.

ii. Library will be open during the Midlakes Chemical Free Party on May 24th.

iii. Cynthia Neale, a local author, presented a talk on May 6th at the Library.

5. Unfinished Business

The Library continues to take an active role in planning activities for the Solar eclipse on April 8, 2024.

6. New Business

N/A

The meeting adjourned at 7:20 PM

Next meeting: Monday, July 10, 2023, at Library at @6:30 PM

Phelps Board of Trustees August 14, 2023

Roll Call:

Kevin Kelly, Nick Rich, Breeyn Bengston, Darcy Dipane, Lee Coryell, Holly Rich, Dave Benz (absent), Director Daniel Bish

Public participation: None

The meeting was called to order at 6:33 p.m.

Adoption of Agenda: Approved. Bree, motion; Nick, second; All in favor

1. Approval of Minutes Minutes not recorded

2. Approval of Finances:

Motion by Nick; Holly, second; All in favor

3. Director's Report

Dan was informed that the construction grant submission will be recommended by the OWWL Library System State Aid for the Library Construction Committee for State approval. They are recommending funding for 75% of the total cost.

Dan attended an OWWL training on 6/28/2023 to ensure the proposal submission as written was acceptable to the State portal.

Having this initial step completed will set the stage for further future funding requests from the Preston Foundation.

4. Standing Committee Reports

a. Building/Technology

i. The Committee met on 6/29/2023 to review and update the Technology Plan, which is now entered into the Policy Manual.

ii. A coat of epoxy will be applied on the floor of Room 213, 9/1/2023 to allow it to dry and cure over Labor Day weekend minimizing the impact to the PCC operations and reducing odors.

b. Finance/Funding

i. Village funding was received at the beginning of June.

ii. Ameritrade transfer to Schwab.

c. Policy/Personnel

i. Discussion/Vote: Policy Manual Approved. Bree, motion; Nick, second; All in favor

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d. Public Relations

i. Discussion on the Community Survey

ii. Booth was manned with the Boy Scouts at the Sauerkraut Festival to share eclipse information.

iii. The library will host a smaller event on 10/14/2023 for the Partial Eclipse in order to introduce the Community to the information, tools, glasses, and telescopes available during the total eclipse.

5. Unfinished Business: N/A6. New Business

State Application: Assurances for State Application Approved. Bree, motion; Holly, second; All in favor.

The meeting adjourned at 7:45 PM

Next meeting: Monday, September 11, 2023, at the Library at @6:30 PM

Phelps Board of Trustees September 11, 2023

Roll Call: David Benz, Lee Coryell, Kevin Kelley, Bree Schoonerman, Darcy Dipane Director Daniel Bish

Public Participation: None

Meeting was called to order: 6:30 pm

Adoption of agenda: approved, Lee, motion, Kevin, second; all in favor

1. Approval of Minutes August 14, 2023: Darcy, motion, Lee, second; all in favor; Dave

1 abstained

2. Approve Finances: Holly had reviewed; Darcy, motion; Kevin, second; all in favor

3. Director's Report

a. 2024 Budget discussion

i. Minimum wage increase (should be last year)

ii. Technology budget

1. Issues with printer/fax/scanner and computers

2. Desk terminal issues

3. 4 year cycling plan is in place

b. Eclipse 2024

i. Partial eclipse October 14th 2023

c. Hosting Gotcha/Gaga tournament with boy scouts

4. Standing Committee Reports

a. Building/Technology:

i. State application has been submitted, waiting to hear back

b. Finance/Funding:

i. Have sent funding request to the town of \$35,000

c. Policy/Personnel: none

d. Public Relations:

i. We have been invited to Romulus Central School's Fall Makerspace Night on October 25

ii.

The Great Give Back will be taking place from October 21-November 4

1. Discussion of local food cupboards to donate food too, will check with local churches as local food cupboard in building is no longer

5. Unfinished Business: none

6. New Business: none

The meeting adjourned at 7:20 pm

Next meeting: Monday, October 9, 2023 at 6:30 at the library

Phelps Board of Trustees October 9, 2023

Roll Call:

Kevin Kelly, Nick Rich, Breeyn Bengston, Darcy Dipane, Lee Coryell, Dave Benz
Holly Rich, Director Daniel Bish

Public participation: None

The meeting was called to order at 6:32 p.m.

Adoption of Agenda: Approved. Bree, motion; Nick, second; All in favor

1. Approval of Minutes Tabled till 11/13/2023 meeting

2. Approval of Finances:

Motion by Holly; Lee, second; All in favor

3. Director's Report

Dan shared that the COVID numbers are higher than what was anticipated. We are currently at a low risk. COVID over the counter test kits are available at the Library Desk. Due to unexpected technological issues involving Oracle usage, one new computer was added and one computer was refurbished.

4. Standing Committee Reports

a. Building/Technology

i. Dan will be epoxying the floor of the addition in Room 213. This will be dependent on the PCC Schedule availability. He will also look at possible outside pricing of the project.

b. Finance/Funding

i. Committee needs to meet regarding the overriding of the 3% tax cap prior to the November 2023 meeting.

c. Policy/Personnel N/A

d. Public Relations

i. Invitation was received to participate in the Romulus Central School Makerspace, October 25. k-12 students will be involved.

ii. Great Giveback from 10/21-11/4 will collect nonperishable food donations.

iii. Phelps Harvest Festival will be held October 21. The Library will be open with activities planned.

5. Unfinished Business: N/A

6. New Business

Annual Appeal coming soon

The meeting adjourned at 7:45 PM

Next meeting: Monday, November 13, 2023, at the Library at @ 6:30 PM

Phelps Board of Trustees November 13, 2023

Roll Call:

Kevin Kelly, Nick Rich, Breeyn Bengston, Darcy Dipane, Lee Coryell, Dave Benz
Holly Rich, Director Daniel Bish

Public participation: None

The meeting was called to order at 6:31 p.m.

Adoption of Agenda: Approved. Bree, motion; Nick, second; All in favor

1. Approval of Minutes: Approved. Bree, motion; Lee, second: All in favor

2. Approval of Finances:

Tabled until next month

3. Director's Report

Dan shared that the COVID numbers are currently lower than what was anticipated.

COVID over the counter test kits are available at the Library Desk.

Dan attended the Mary Preston Foundation Dinner on 10/28.

4. Standing Committee Reports

a. Building/Technology

i. Electrical work was completed in Room 213, which included a ventilation system to the roof. Dan will be epoxying the floor.

b. Finance/Funding

i. The Fundraising Committee met and discussed the Budget for 2024 and the need for fundraising in 2024.

ii. Vote to override the tap cap Approved. Bree, motion; Nick, second; All in favor

c. Policy/Personnel N/A

d. Public Relations

i. Staff participated in both the Phelps Harvest Festival, October 21 and the Romulus Central School Makerspace, October 25.

ii. The library received non perishable food donations items for Great Giveback from 10/21-11/4. Items will be distributed by the St. Francis Church in Phelps.

5. Unfinished Business:

Annual appeal emailed within the next few days.

6. New Business

Director's Upcoming Contract.

The meeting adjourned at 7:16 PM

Next meeting: Monday, December 11, 2023, at the Library at @ 6:30 PM

Phelps Board of Trustees, December 11, 2023

Roll Call:

Kevin Kelly, Breeyn Bengston, Darcy Dipane, Lee Coryell, Dave Benz Holly Rich, and Director Daniel Bis. Absent- Nick Rich

Public participation: None

The meeting was called to order at 6:32 p.m.

Adoption of Agenda: Approved. Bree, motion; Lee, second; All in favor

Approval of Minutes: November 13, 2023 Approved. Bree, motion; Lee, second: All in favor

Approval of Finances: October 2023 Approved. Darcy, motion; Lee, second: All in favor November 2023 minutes -tabled till next month

3. Director's Report

Dan shared that the COVID numbers are currently within the low-risk category for Ontario County. Counties west of Ontario County fall in the moderate category.

COVID over-the-counter test kits continue to be available at the Library Desk.

The floor in room 213 is curing and will be in move-in condition in January 2024.

Dan discussed AI use and its functionality long term as STEM careers surge.

Dan will present at next Tuesday Club's meeting.

4. Standing Committee Reports

a. Building/Technology

i. See the Director's Report

b. Finance/Funding

i. Vote to accept the 2024 Library Budget. Approved. Holly, motion; Kevin, second; All in favor

c. Policy/Personnel

i. A Meeting needs to be scheduled to discuss Dan's contract for 2024.

d. Public Relations

i. Phelps Holiday Homecoming was busy and well attended in the Library

5. Unfinished Business N/A

6. New Business

i. Dan will forward the Sexual Harassment Training link

The meeting adjourned at 7:06 PM

Next meeting: Monday, January 8, 2024, at the Library at @ 6:30 PM