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