

**Phoenicia Library Board of Trustees**  
**Minutes from Library Board Meeting on April 21, 2022 (via Zoom)**  
Minutes prepared by Holly George-Warren & Becca Frank

**Present:** Bernard Handzel, Sandy Hyun, Holly George-Warren, Bethia Waterman, Becca Frank, Jennifer Montalbano, and Director Liz Potter

Guests: Autumn Brookmire, Manny Jean-Pierre, Melissa Rabuffo, Mitchell Pinsky

Motion to approve agenda by Bernie (with addition of Plant Sale/Library Fair to New Business) seconded by Bethia. All in favor.

Motion to approve the minutes from March meeting by Bernie with 2 corrections made to minutes, seconded by Becca. All in favor.

Action item: Bernie made a motion to increase Elizabeth Potter's vacation days from 15 to 20, on the occasion of her 10<sup>th</sup> anniversary of employment; Becca seconded it; all in favor.

**Director's Report:**

Covid uptick has affected staffing, with 3 out of 4 employees affected. Staff is using Test to Stay protocol to counter this problem.

Elevator light was finally fixed; Nick F came by and fixed hot water leak gratis.

Programming: After May 1, we can have 8-10 people convene in meeting room, with masks on and air purifier. Community needs this kind of in-person gathering. We will not be doing events at the Farmer's Market due to lack of staffing available.

We have a sub for 2 days a week until Sept. who can help to weed/add to collection. Budget will permit this.

Elizabeth asked for an increase in health insurance stipend from \$200 to \$300 a month for the Director. She'd like us to discuss this idea and vote on this at the next meeting.

**New Business:** The possibility of holding a plant sale, bake sale, and/or silent auction was discussed. The conversation was tabled until next month. We will research online auction possibilities.

The Angling Collection is having an outdoor event on July 23rd that is aimed at young people.

**Treasurer's Report:** Jen sent her bank balances. One CD rolled over. Another CD is up in August. A question was brought up regarding miscellaneous income. Liz will report back regarding what this month's misc. income was.

**Committee Reports:**

Building Committee: See Liz's information from her report regarding the building (i.e. elevator, hot water).

**Old Business:** none.

**Public Comment:** Manny discussed how holding a silent auction online can help reach more people and raise more funds. Melissa mentioned that Woodland Playhouse is doing the silent auction online. Autumn mentioned that the John Burroughs auction is online.

Manny asked why did the board not think about adding more vacation days until this 10-year mark when Liz requested more. The board discussed adding a personnel policy regarding vacation days and/or codifying a system for adding paid vacation days.

**Next meeting date: May 19, 2022 at 6:30 pm.**

The meeting was adjourned at 7:18 pm on a motion by Bernie, seconded by Bethia; all in favor.