

**Phoenicia Library Board of Trustees**  
**Minutes from Library Board Meeting on October 20, 2022 (in Person)**  
Minutes prepared by Becca Frank

**Present:** Becca Frank, Bernard Handzel, Sandy Hyun, Manuela Jean-Pierre, and Director Liz Potter

**Absent:** Holly George-Warren, Bethia Waterman

Bernie called the meeting to order at 6:35 pm.

A motion to approve the agenda was made by Bernie; Sandy seconded; All in favor.

A motion was made by Bernie to approve the minutes from September's meeting with two revisions, seconded by Sandy. All in favor.

**Action Items**

1. Bernie made a motion to approve the following ACTION ITEM: In regards to the M&T credit card application for Phoenicia Library, the board approves library director Elizabeth Potter as authorized user and legal representative of the library; Becca seconded. All in favor.
2. Bernie made a motion to approve the hiring of sub Pam Dragotta at \$15.74 an hour; Sandy seconded. All in favor.

**Director's Report:**

- Liz reported that various board-designated, program-related funds will be consolidated into one special programs fund.
- The second grade from Phoenicia Elementary visited the library.
- Becca and Liz have been working on collecting data from the community for the long-term plan of service.
- The finance committee is going to meet next week to discuss details for the draft of the annual budget.
- The Town of Shandaken will be giving their workers a 30-40% raise. The base workers will be getting \$18-20 an hour plus benefits.
- The board should begin to draft/launch the annual appeal letter by Thanksgiving. Bernie volunteered to coordinate the annual appeal.

**Treasurer's Report:** Jenn sent the bank balances.

**Committee Reports:** none.

**Old Business:** none.

**New Business:** none.

**Public Comment:** none.

**Next meeting date:** November 17, 2022 at 6:30 pm.

The meeting was adjourned at 7:04 pm on a motion by Bernie, seconded by Sandy; all in favor.