

CENTRAL SQUARE LIBRARY
ADMINISTRATIVE BOARD MEETING
JANUARY 12, 2021

The January meeting of the Board of Trustees of the Central Square Library was called to order at 4PM by Secretary Alice Peron. Members present were Sue Comstock and Joann Burghart. Also present were Ann Plyter, Cindy Partrick, and Linda Barling, a potential new trustee.

A motion to renew the trusteeships of Marylou Winks, Sandy Menjik and Nick Lotito was made by Alice, seconded by Joann and passed.

A motion to elect the officers was made by Joann, seconded by Sue and passed.

- I. AGENDA APPROVAL: A motion to accept the agenda was made by Sue, seconded by Joann and passed.
- II. SECRETARY'S REPORT: A motion to accept the secretary's report was made by Joann, seconded by Sue and passed.
- III. TREASURER'S REPORT: A motion to accept the treasurer's report was made by Alice, seconded by Sue and passed.
- IV. DIRECTOR'S REPORT:
 - A. We still have no door from Dave Beck
 - B. Jake DeMatteo is shoveling and bought a new shovel.
 - C. NCLS is changing website program to Word Press which is much easier to use.
 - D. Annual report needs to be voted on near the end of January. Board members will need to come to the library to review it and vote.
- V. FRIENDS' REPORT: They gave Ann a Christmas bonus.
- VI. BUSINESS:
 - A. The 2021 budget was reviewed. No donation from Patti Richie. A motion to accept the budget was made by Sue, seconded by Joann and passed.
 - B. Sue made a motion to take February off, seconded by Alice and passed.
 - C. A new sick leave policy was discussed. We will give both director and assistants 5 days unpaid sick leave. Assistants will be able to have a choice as to whether to apply vacation days instead. However, if the 5 days are used up, then vacation days will apply.
 - D. We updated our pandemic policy to require employees, who take a sick day due to a respiratory illness, to take a Covid-19 test before returning to work.
 - E. Long range plans need to be updated. We will request Angela to visit in March or April to provide some guidance. Some ideas we discussed to include: an electronic sign, a new porch and stairs, chairs for the porch and new landscaping, lay laminate flooring in the rest of the library.
- VII. DATES TO REMEMBER: Next meeting: March 9, 2021