

CENTRAL SQUARE LIBRARY  
ADMINISTRATIVE BOARD MEETING  
MARCH 9, 2021

The March meeting of the Board of Trustees of the Central Square Library was called to order by President Marylou Winks at 4PM. Members present were Sandy Menjik, Alice Peron, Sue Comstock, Joann Burghart, and Nick Lotito. Also present were Ann Plyter, Cindy Partrick and Linda Barling.

A motion to elect Linda Barling to the board was made by Joann, seconded by Nick and passed.  
Welcome, Linda!

- I. AGENDA APPROVAL: A motion to accept the agenda was made by Nick, seconded by Sue and passed.
- II. SECRETARY'S REPORT: A motion to accept the secretary's report was made by Nick, seconded by Sandy and passed.
- III. TREASURER'S REPORT: A motion to accept the January treasurer's report was made by Sandy seconded by Nick and passed. A motion to accept the February treasurer's report was made by Joann, seconded by Sue and passed. We received the allocation from Oswego Co. and Town of Hastings.
- IV. DIRECTOR'S REPORT: Stats for the library have remained steady. Cindy and Michelle have been working on getting the new website on line. We needed to have a mission and a vision statement. We reviewed the statements (attached) and Joann suggested adding the words 'access to' to the mission statement. A motion to accept the statements was made by Nick, seconded by Sue and passed.
- V. FRIENDS' REPORT: none
- VI BUSINESS:
  - A. Sick leave policy reviewed. If an employee is out 3 consecutive working days and needs more time, a doctor's note is required so that the director can arrange for temporary staff to fill in. A motion to accept the revision was made by Nick, seconded by Alice and passed.
  - B. The increase in library fees by NCLS was discussed. A Zoom meeting for further clarification will be held by NCLS on Thursday 3/11/21 in case anyone has questions. Due to the continued cuts in library funding by the state over many years, NCLS has had to cut unmandated services. They have had to increase fees in order to maintain services to the libraries. A motion to accept the new fees was made by Nick, seconded by Joann and passed. They take effect in 2022.
  - C. Internet service: NCLS has secured a deal for fios service at \$55 a month for 2 years. Spectrum will no longer be needed. A motion to accept the new contract was made by Nick, seconded by Sandy and passed.
  - D. Annual report has been filed. Thanks to all for voting.

- E. Zoom meeting with legislators was held to encourage keeping funding in state budget.
- F. There was a discussion about changing the months we take off each year. Some possibilities were: not taking any months off, not taking a winter month off, taking only 1 summer month off. We will think about it and vote next meeting.
- G. A motion to open the library for computer use to one patron for a half hour a session. Registration will be required by phone ahead of time. PPE precautions will be in effect. Cindy wants to open the library from 10-6 on Thursdays. A motion to change hours was made by Sue, seconded by Linda and passed. This will start April 5<sup>th</sup>.
- H. A formal reopening plan for the library will be discussed at the next meeting.
- I. In an effort to get families and kids involved in the library, in lieu of story hour, Cindy is going to have bags containing a book, a craft and a snack for each child who registers ahead of time starting ahead of Easter and then once a month. Great idea, Cindy! Several families have come in to get library cards in the past couple of weeks.
- J. Long Range Plans tabled for now. Angela has been unavailable.

VII. DATES TO REMEMBER: Next meeting: April 13, 4PM

VIII. ADJOURNMENT: A motion to adjourn the meeting at 5:21 was made by Nick, seconded by Sue and passed.