

CENTRAL SQUARE LIBRARY
ADMINISTRATIVE BOARD MEETING
AUGUST 10, 2021

The August 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, Linda Barling, Sue Comstock. Also present was Ann Plyter.

I. AGENDA APPROVAL: A motion to approve the agenda was made by Sandy, seconded by Sue and passed.

II. SECRETARY'S REPORT: A motion to approve the secretary's report was made by Sue, seconded by Linda and passed.

III. TREASURER'S REPORT: Ann reported that our insurance agent was investigating other plans that might be less expensive for us. Right now our coverage for contents is \$400,000. We discussed changing it to \$500,000. Ann will contact our agent to see how this will affect our yearly payment. We would like to keep our deductible at \$500 for now. President will email members for a vote since payment is due in September.

State taxes will appear on the next statement because of overlapping dates.

The Village of CS has budgeted \$10,000 for the library. The contract has been signed so we should receive the money before the end of August.

A motion to accept the report was made by Sandy, seconded by Sue and passed.

IV. DIRECTOR'S REPORT: Our gift bag program for kids is very popular with more kids signing up each month. Our circulation numbers are almost at pre-pandemic levels.

We received a thank you note from Elena Ruzekowicz for the Chamber of Commerce scholarship.

Several libraries are going to keep the 'no fine' policy permanent. Sandy made a motion to resume fines as of Jan. 2022, seconded by Sue, and passed.

V. FRIENDS' REPORT: There was no meeting.

VI. BUSINESS: A. Tree branch removal. We received a report from A-1 Tree removal that the tree was healthy. However, we failed to ask for an estimate for removal of the branch overhanging the library. We will call them back and get an estimate for both the removal of the branch and the whole tree. It was suggested we get at least one more estimate from another company. Alice Peron emailed me the number for Arbor Tech Tree Service, Mark Holbrook, 315-200-5233. She said he does good work.

B. Policy change: We need to include Juneteenth in our Holiday list for days off. A motion to do so was made by Alice, seconded by Sandy and passed.

C. Strategic Planning: We went over some of the survey templates which will be used to formulate our policy and long-range plans. We need to do evaluations of the library, board and personnel before we can make our long-range plans.

D. Renovation plans for front of the library. The board was asked to come up with some ideas to share so we can discuss them with an architect and a contractor.

DATES TO REMEMBER: Next Board Meeting: September 14, 2021 Motion to adjourn at 4:53 by Sue, seconded by Linda and passed.