

CENTRAL SQUARE LIBRARY
ADMINISTRATIVE BOARD MEETING
DECEMBER 14, 2021

The December meeting of the Central square Board of Trustees was called to order by President Marylou Winks at 4:05PM. Members present were Sandy Menjik, Alice Peron, Sue Comstock, Linda Barling. Also present were Ann Plyter and Cindy Partrick.

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

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

III. TREASURER'S REPORT: A motion to accept the treasurer's report was made by Sandy, seconded by Linda and passed.

IV. FRIENDS' REPORT: NONE

V. DIRECTOR'S REPORT: A. Circulation was down a bit, but 23 children were delighted with the take and make for Thanksgiving. The Christmas bags are ready as well.

B. Heather, the new substitute, is working out very well.

C. The parking lot and driveway have been very slippery. Cindy will talk to Traub who has been providing the snow plowing service to see if they would also put salt and/or sand down for us. There are also a few other possibilities such as Lopinski and Lighthaul.

D. Mickee is having surgery Jan.21, but still hasn't seen cardiologist for clearance. Michelle and Heather will cover when she is away.

E. A motion was made by Sandy to make no- fine rule permanent, but to start charging for faxes and copies as of Jan. 1st. It was seconded by Sue and approved.

VI. BUSINESS: A. BUDGET REVIEW: 1. A motion to accept the salaries for the Director and assistants was made by Alice, seconded by Sue and approved. Vote for the rest of the budget will be in January.

2. We plan to go on the ballot in May for a \$5000 increase. We will need to publicize the reasons for the increase along with our petition; 25 signatures are required.

B. BY-LAWS REVIEW: Marylou presented a change in the by-laws due to an increase in board members. Also, include the term length from Jan.1 to Dec.31st. There is no limit to the number of terms a trustee may serve. Vote will be in January.

C. COMPLIANCE TOOL KIT REVIEW: We are already doing most of what is required and most of the recommendations. Marylou will send copies of our by-laws and circulation policy to Dawn Vincent as required and Cindy will fax our Tool Kit to her as well. Cindy will create a page of employee policies ie. vacation, sick policy and holidays off etc. to present to hirees along with job descriptions.

1. HERO ACT: As part of the Compliance we needed to review the state mandated Hero Act which is basically an airborne disease prevention plan. Most of this has already been included in our Covid response policy. A motion to approve was made by Sue, seconded by Linda and approved.

D. BOARD SURVEY: Sandy reported that we seem to be doing what we are supposed to do as a board. We need to do an annual assessment. She also suggested that we discuss a method for recruiting trustees. Cindy said that we should recruit on our website.

E. SLATE OF OFFICERS: PRESIDENT: Marylou Winks; VICE PRESIDENT: Sandy Menjik; SECRETARY: Alice Peron; TREASURER: Ann Plyter; Vote in January.

VII. DATES TO REMEMBER: Next Meeting : January 11, 2022

VIII. ADJOURNMENT: A motion to adjourn the meeting at 5:07 was made by Sue, seconded by Linda and approved.