

CENTRAL SQUARE LIBRARY
ADMINISTRATIVE BOARD MEETING
FEBRUARY 8, 2022

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

AGENDA APPROVAL: A motion to accept the agenda was made by Nick, seconded by Sandy and passed.

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

TREASURER'S REPORT: A motion to accept the treasurer's report was made by Sue, seconded by Linda and passed. Ann will check with Tax Time to see if form 990 can serve as our audit.

DIRECTOR'S REPORT: Sandy suggested that we add a budget line for Public Relations next year so that we can better promote "Strong libraries build strong communities" initiative. We would like to be able to rent the electronic sign to promote activities sponsored by the library.

Cindy said that she provided a basket for the Chamber of Commerce wine tasting/auction. We will discuss the dues for 2023 at a later meeting.

The driveway is being salted with payment due at the end of the season.

FRIENDS' REPORT: None

BUSINESS: A. Annual Report is almost done. Trustees will have to come to the library to sign approval when it is finished. Marylou requested that from now on trustees need to inform the board when they attend any workshops so that the number can be included in the Annual Report.

B. By-laws: A motion to accept the revised by-laws as discussed in January was made by Nick, seconded by Sandy and passed. Finance officer, Joann, will meet with the treasurer before each meeting to go over the monthly report.

C. Library fines and fees: A motion to accept the fee change for faxes to \$0.50 per page, color copies to \$0.50 and black and white copies for \$0.25 was made by Joann, seconded by Sue and passed.

D. Whistleblower/Retribution policy was reviewed and deemed adequate. NCLS will be informed to look for it in our Personnel Policy.

E. Long Range Plans: A summary of community comments will be discussed at our next meeting. The Board survey is finished as well. Both reports will help determine the goals in our long range plans. Demographics: Nick volunteered to see what he could find out for this section. Cindy looked into what other libraries had posted on their websites, and only one, Phoenix, had posted theirs. We would like to have them completed before the end of the year.

DATES TO REMEMBER: Next meeting: March 8, 2022, OCLC mtg. May here at 6:30.

ADJOURNMENT: A motion to adjourn was made by Nick, seconded by Joann and passed.