

CENTRAL SQUARE LIBRARY
ADMINISTRATIVE BOARD MEETING
APRIL 12, 2022

The April meeting of the Board of Trustees of the Central Square Library was called to order by President Marylou Winks at 4:02PM. Members present were Sandy Menjik, Alice Peron, Nick Lotito, Sue Comstock, Joann Burghart and Linda Barling. Also present was Ann Plyter and Michelle Farrand.

- I. AGENDA APPROVAL: A motion to approve the agenda was made by Sue, seconded by Nick 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 treasurer's report was made by Sandy, seconded by Linda and passed. It was noted that the NYS budget had been passed and the NCLS library system would be receiving 95mil for distribution among the 65 libraries in the system.
- IV. DIRECTOR'S REPORT: A. Numbers are up to pre-covid levels.
B. Personnel evaluations have been done awaiting review and signatures,
C. Chamber of Commerce has requested \$500 for scholarship by May 25. A motion to allot the money was made by JoAnn, seconded by Sue and passed. Selection will be May 25th in Goettel Park, reception on June 22nd at the Legion.
- V. FRIENDS' REPORT: NONE
- VI. BUSINESS: A. Consultant Zoom meeting: 1. Long range plan does not need to be so extensive. We need to identify 2-3 goals to be accomplished in a 5yr plan, and how they will be accomplished. A list of goals is being created . A separate list will be made from what was discussed at today's meeting including several items brought up by library assistant, Michelle.
2. Trustee education requirement of 2hrs per year in effect as of Jan. 2023.

B. Librarian evaluation: Sue and Linda will do Cindy's evaluation.

C. Budget vote is May 17 so we need to make sure to promote the library by pointing out to the public what the library is doing for them and it plans on doing in the future.

D. Mask requirements will remain the same at least until after spring break.

E. OCLC meeting will be here May 12 at 6:30. We will provide refreshments hopefully with the help of the Friends.

F. Two items were discussed concerning operating policy: 1. extend loan time for books, cd's and periodicals to 3 weeks, but keep new materials at 2 wks.
2. Move book drop to the back of the building by shed as a drive-thru to make it more accessible to handicapped. It will need some kind of overhang to protect it from the weather.

G. Upcoming workshops: April 21, 2-3PM- report to the community
May 23, 1-2 PM. Board Basics

H. DATES TO REMEMBER: Next Meeting: May 10; OCLC mtg: May 12, 6:30; Workshops:
see above. Budget vote: May 17.

I. ADJOURNMENT: A motion to adjourn the meeting at 5:15 was made by Nick,
seconded by Sandy and passed.