

CENTRAL SQUARE LIBRARY
ADMINISTRATIVE BOARD MEETING
MAY 10, 2022

The May meeting of the Board of Trustees of the Central Square Library was called to order by President Marylou Winks at 4:00PM. Members present were Sandy Menjik, Alice Peron, Sue Comstock, Joann Burghart, and Linda Barling. Also present were Cindy Partrick, Ann Plyter, Michelle Farrand and Dawn Carlisle.

- 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 accept the secretary's report was made by Sue, seconded by Sandy and passed.
- III. TREASURER'S REPORT: A motion to accept the treasurer's report was made by JoAnn, seconded by Sandy and passed.
- IV. DIRECTOR'S REPORT:
 - A. Circulation numbers are almost at prepandemic levels, and ebook levels are higher than the other libraries in the system.
 - B. A videographer has been coming to each library to see if the libraries are in compliance with the 1st Amendment's freedom of speech law. We were advised to ignore him.
 - C. The high school's scholarship money is due. A motion to send \$200 was made by Sandy, seconded by Joann and passed. Another \$200 will be sent by the Friends.
 - D. Mickee's valve replacement surgery will be within a couple of weeks in June.
 - E. CO detectors were replaced. Doyle came to reprogram serial numbers. Another tech walked Cindy through reactivating the entryway bell that had stopped working.
 - F. The OCLC meeting that we were supposed to host on May 12th was postponed until May 23rd at the Mexico library at 10AM. The Friends supplied paper goods and water. We will also supply some other snack to go along with the cake that someone is taking to commemorate Bev's retirement from the Williamstown library.
 - G. Michelle will post signs up front to remind the public to vote on the school ballot on May 17.
 - H. The plans for the Summer Reading program are in progress.
 - I. Cindy attended the Zoom meeting on pointers for choosing materials for the library. It was helpful and informative.
- V. FRIENDS' REPORT: The Friends will supply paper goods and water for the OCLC meeting and also contribute \$200 to the high school scholarship fund.
- VI BUSINESS:
 - A. Open Meeting Law: Time must be set aside at each meeting for the public to speak. A limit may be set for the amount of time allotted, usually 15min. Cindy proposed a change in our meeting time to evenings to better accommodate people who would like to attend but can't come during working hours. We will think about this and discuss it again at the next meeting.
 - B. Parts of the list of goals for the library operation were discussed.
 1. Book drop: We will include this in the renovations to the front of the library.

2. A survey was conducted to see when the library usage was the highest. A possible change to library hours to include an increase on Friday and a decrease on Saturday will be discussed in the fall.
3. A motion to extend the loan period of books from 2 weeks to 3 with a renewal of another 3 weeks was made by Joann, seconded by Linda and passed.
4. Joann reported that the career center at the high school would be interested in sending volunteers to the library as long as there was a clear bullet list as to what their responsibilities would be.
5. We will see if it is possible to change the side door closing mechanism to slow it down. We will also change the door knob to a lever.

C. Dawn Carlisle attended the meeting as potential board member. She also had spent considerable time cleaning out the front gardens. Thank you, Dawn.

D. The NCLS annual meeting will be held at the Clayton Harbor Hotel on Thursday September 29 from 9:30 to 2:00. Registration is open now.

E. Workshops: Board Basics May 23rd 1-2PM.

F. Michelle: 1. She was approached by Hastings-Mallory Elementary about attending their open house on May 26 to promote our summer reading program and to offer information on the library. She will also be going to the A. A. Cole open house and the Brewerton open house, Thursday May 12th from 6-8PM, although NOPL is sending their Bookmobile there as well. Millard Hawk already had their open house so we will send flyers about the program instead.

2. She also said that the public isn't aware in a lot of cases that the board of trustees even exists nor what the roles are of the personnel. She suggested that we re-inform them on our website and put up signs reminding them about when the meetings are. A copy of the agenda could be placed in the library for people to see ahead of time.

Dawn suggested that we put back the calendar of events behind the circulation desk which would include our meeting. People could sign up to be put on the agenda.

VI. DATES TO REMEMBER: Next Meeting: June 14; Board Basics workshop May 23, 1-2PM., OCLC meeting: May 23, 10AM, Mexico Library. Annual Meeting Sept. 29, 9:30- 2PM, Clayton.

V. ADJOURNMENT: A motion to adjourn the meeting at 5:30PM was made by Sue seconded by Linda and passed.