

CENTRAL SQUARE LIBRARY
ADMINISTRATIVE BOARD MEETING
AUGUST 9, 2022

The August meeting of the Central Square Library Board of Trustees was called to order by President Marylou Winks at 4:35 PM. Members present were Sandy Menjik, Joann Burghart, and Linda Barling. Also present were Cindy Partrick and Michele Farrand.

- I. AGENDA APPROVAL: A motion to approve the agenda was made by Joann, seconded by Linda and passed.
- II. SECRETARY'S REPORT: A motion to approve the secretary's report was made by Joann, seconded by Sandy and passed.
- III. TREASURER'S REPORT: A motion to approve the secretary's report was made by Sandy, seconded by Linda and passed.
 - A. The credit card was approved by Pathfinder Bank and received.
 - B. A motion to renew our CD was made by Joann, seconded by Linda and passed.
 - C. We are going to have to prepare for an increase in the salary budget next year so that Mickee can have assistance on Wednesday when patronage is particularly high.
- IV. DIRECTOR'S REPORT:
 - A. Cindy is still working on getting a business Amazon account set up.
 - B. As per NCLS wishes, a motion to forgive debts over 6yrs, owed by patrons, was made by Joann, seconded by Linda and passed.
 - C. The overdrive budget from NCLS will increase by \$200 next year .
 - D. Cindy is opening up programs such as trivia, chicks with sticks and book club starting in October. She is looking for a larger public place for trivia.
 - E. Michele and Heather have relabeled paperback books in the children's section so that they may be more easily accessed.
 - F. Cindy is going to look into the cost of an all-in-one copier, scanner, printer, fax machine.
 - G. Summer Reading program is going really well. A magician will make a visit on August 17 at 10AM. Kids particularly enjoy finding Ollie the Octopus.
- V. FRIENDS' REPORT: The Friends have donated \$800 for tote bags and \$500 for the summer reading program.
- VI. BUSINESS:
 - A. A discussion was held about changing the meeting time for the Board so that more people could attend. A motion to change the meeting time starting in October to 6:30 was made by Sandy seconded by Joann and passed.
 - B. A discussion was held about changing the library hours. Since there are not many patrons on Saturday after 2, it was proposed that we be open from 10-2. By the same token, Friday hours will be from 10-5 to accommodate people coming for books for the weekend and school children. This will return us to our hours to be open to the pre-pandemic 39 hrs. This will begin on September 9 and 10. A motion to accept the new hours was made by Linda, seconded by Joann and passed.
 - C. It was proposed that we alter the by-laws to allow us to close in February and be open in July going forward. This proposal will have to be made in writing and voted on at the next board meeting after that.

D. Collection acquisition and maintenance is already in our policies.

E. Long-range plans: 1. Library renovations: The code enforcer will be invited to our next board meeting to address our questions including requirements for putting up an electronic sign and also rules for adding on the porch and making the front entrance to the library handicapped accessible.

2. Publicity: a) A line-item will be added to the budget to allow for advertising promoting the library activities. b) We will contact other libraries to see who they hired to design their logos so that we can also get a logo to be put on items promoting the library at public functions. We decided that we would not participate in the high school's tee shirt fundraiser at this time. We will continue to advertise on their sports' program brochure as usual.

VII. COMMUNITY LIAISON: Michele has requested to be our liaison with the patrons to inform the board of their concerns as they come up.

A. Open houses: Elementary school open houses are being scheduled for September 21st and 22nd. She would like some help to promote the library at them. She hasn't heard from Millard Hawk as yet. We will confirm and get volunteers at our September meeting on the 13th.

VIII. DATES TO REMEMBER: Next Board Mtg. September 13; Virtual program on the Holocaust, September 12; Elementary open houses: September 21&22; Annual Meeting: September 29.

IX. ADJOURNMENT: A motion to adjourn the meeting at 5:35 was made by Sandy, seconded by Joann and passed.