

CENTRAL SQUARE LIBRARY  
ADMINISTRATIVE BOARD MEETING  
SEPTEMBER 13, 2022

The September meeting of the Board of Trustees of the Central Square Library was called to order by President Marylou Winks at 4:07PM. Members present were Alice Peron, Sue Comstock, Linda Barling, Nick Lotito and Sandy Menjik. Also present were Ann Plyter, Cindy Partrick and Michelle Farrand.

- I. AGENDA APPROVAL: A motion to approve the agenda was made by Nick seconded by Sue and passed. Executive session added.
- II SECRETARY'S REPORT: A motion to approve the secretary's report was made by Sue, seconded by Linda and passed.
- III. TREASURER'S REPORT: A motion to approve the treasurer's report was made by Nick, seconded by Sue and passed.
- IV. DIRECTOR'S REPORT: A. Circulation is up, 1492 in August with 41 new cards issued.  
B. Jeff the Magician came for summer reading wrap-up.  
C. Cindy is getting quotes for a cleaning service to come twice a month.  
D. Ed, the code officer, said that we should have no problem getting approved for the new sign and renovations to the front of the building.  
E. NCLS is in the process of switching from Sirsi to Polaris.  
F. Cindy met with Mike Engel from Advanced Business Systems about an all-in-one copier, printer, fax machine. They can supply a refurbished one with a service fee of \$141.08 a month. They supply everything except paper and if there is a problem, they will come within 4 hrs to fix it. A motion to accept the contract was made by Sandy, seconded by Linda and passed.  
G. A motion to change the policy of allowing the check-out of 2 DVD's at a time to 3 was made by Sue, seconded by Nick and passed.  
H. Trivia will resume October 20 at 6PM at Good Golly's. Pre-registration is required.
- V. FRIENDS' REPORT: They are ready to resume regular meetings.
- VI. BUSINESS: A. A proposal, in writing, to change the by-laws to include a new meeting time to 5PM and also to change the months of meeting by eliminating the February meeting and reinstating the August meeting was made by Marylou. Voting will be at the next meeting.  
B. The board decided to wait on a new roof until the renovations are done.  
C. Marylou requested that a committee be formed to deal with finishing the long-range plans by the December 13<sup>th</sup> meeting. Sue, Nick and Alice will help her and Cindy do this starting in October at a date to be determined.  
D. Elementary schools' open houses: Michelle said that she is going to Cole. Cindy and Heather are going to Hastings. No one is going to Brewerton so far, but can wait until the June open house. Michelle will go to Millard Hawk. October 14 is homecoming. Michelle will set up a table. Cindy will help. The homecoming committee has asked that alumni and former employees send in pictures of them selves from when they were students and/or employees.

This will be a way to introduce middle and high school students to the library. Michelle went to the Oswego County Fair to read, but was rained out. She has some more ideas for next year.

E. Executive Session: See attached.

VII. DATES TO REMEMBER: Next meeting: October 11; Elementary Open Houses: Sept. 21, 22 and 29; NCLS Annual Meeting: September 29. October 14: homecoming; October 20: trivia

VII. ADJOURNMENT: A motion to adjourn the meeting at 5:45PM was made by Nick, seconded by Alice and passed.