

CENTRAL SQUARE LIBRARY
ADMINISTRATIVE BOARD MEETING
NOVEMBER 8, 2022

The November meeting of the Board of Trustees of the Central Square Library was called to order by President Marylou Winks at 4:5yPM. Members were Sandy Menjik, Alice Peron, Joann Burghart, Sue Comstock, Linda Barling and Nick Lotito. Also present were Cindy Partrick and Michelle Farrand.

- I. AGENDA APPROVAL: A motion to approve the agenda was made by Nick, seconded by Joann and passed.
- II. SECRETARY'S REPORT: A motion to approve the secretary's report was made by Nick, seconded by Sandy 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. Michelle and Heather are going to train for the notary stamp at about \$70 each.
 - B. Halloween Party was a success. There were 10 children and their parents.
 - C. Carolyn Mosier, an NCLS trustee, visited the library and was impressed with what we have done especially commenting on the content of our website.
 - D. NCLS is busy switching form Sirsi to Polaris and has sent numerous requests to the library for updating patron info since there are many mistakes. Michelle and Heather have been working on that every minute they could. Also staff is reviewing the uncatalogued paperbacks to determine whether or not to catalogue them or discard them.
 - E. NCLS is also switching email to Outlook.
 - F. The new printer/scanner/fax is working out well with better quality. Windstream installed a dedicated fax line.
 - G. Cindy contacted various organizations to find out where and how much their electronic signs cost. She is going to contact Miami who has done one for Constantia VFW for \$8000 plus installation. The Village warned us against using the company they used because they do not back up their work.
- V. FRIENDS' REPORT:
 - A. Cookie sale set for Dec. 11 from 2-4PM. Package cookies individually or in pairs. Next mtg. Nov. 14. They will pay for the bags when get the bill.
- VI. BUSINESS:
 - A. Officers signed amended by-laws
 - B. Strategic planning progressing. We have the goals, demographics and the mission statement. We will organize them at the next committee meeting on Nov. 14th.

C. Homecoming and the Drive Boo went very well. The bags are a big hit and we will be doing it again next year. Leftover items will be stored for that purpose. Next year there will be a like item in the budget for publicity.

D. Michelle reported that elimination of the new patron status has been wonderful, much less paperwork involved. Fine free is going really well. Book conditions have become a problem, not just due to patron misuse, but from the publishers. The community room is being used everyday and discussion about separating a section to create a more private space within it is underway. It will be included in the long-range planning.

VII: DATES TO REMEMBER: Next meeting: Dec. 13, 5PM; Strategic Planning committee, Nov. 15, 4PM; Compliance check-up workshop: Nov. 10, Zoom 10AM; Trivia, Nov. 17, Good Golly's 6PM must pre-register.

VIII. ADJOURNMENT: A motion to adjourn the meeting at 5:50 was made by Nick, seconded by Sue and passed.