

CENTRAL SQUARE LIBRARY
ADMINISTRATIVE BOARD MEETING
JANUARY 10, 2023

The January meeting of the Board of Trustees of the Central Square Library was called to order by President Marylou Winks at 5:00PM. Members present were Sandy Menjik, Joann Burghart, Sue Comstock, Linda Barling, and Nick Lotito. Also present were Ann Plyter, Cindy Partrick and Michelle Farrand.

- I. AGENDA APPROVAL: A motion to approve the agenda was made by Sue, seconded by Joann and passed.
- II. SECRETARY'S REPORT: A motion to accept the secretary's report with corrections, as made by Nick, seconded by Sandy and passed.
- III. TREASURER'S REPORT: A motion to accept the treasurer's report was made by Joann, seconded by Nick and passed.
- IV. DIRECTOR'S REPORT:
 - A. The furnace needed repair. ResCom replaced gas belt. Total cost was \$480.
 - B. The Chamber of Commerce is seeking donations for their wine tasting event. Since we are over budget already, we opted not to donate.
 - C. The last program was poorly attended. We need to do more advertising for programs. The new sign should help with this problem.
 - D. The book drop fell over and froze to the floor. The lock was stuck, but the lock smith was able to fix it.
 - E. Since we went on the ballot last year, we need to sign off on a Tax Cap Resolution. A motion to do so was made by Nick, seconded by Sandy and passed.
 - F. Update on sign. We will ask Len Boling to do a Google meeting on April 11.
 - G. LOGO update: We reviewed several designs. The consensus was that we liked the square with the WIFI symbol, the books and the people the best.
- V. COMMUNITY INPUT:
 - A. The holiday coloring contest was a big success. Michelle would like to have a camera for the library to record this and other events for publicity purchases. It was noted that pictures can be taken on the cell phone and the resolution would be much better.
 - B. The knit and crochet group did an interest survey and now would like to start meeting on Mondays at 1PM.
 - C. The Office of the Aging will be meeting every 4th Thursday from 10-12.
 - D. Notary application will be \$60, non-refundable. Test fee is \$15. \$75 each total.

- VI. FRIENDS' REPORT: The cookie sale was successful. They made \$182. Next year they will not have the single day sale, but have it during the whole week.
- VII. BUSINESS: A. A motion was made by Nick to accept the new slate of officers, seconded by Sandy and passed. At this point, President Joann Burghart took over the meeting.
B. A motion to approve the budget for 2023 was made by Marylou, seconded by Nick and passed.
C. A motion to amend the by-laws to include the new trustee education requirement was made by Nick, seconded by Sue and passed.
D. LONG RANGE PLAN: Nick sent the board survey, Joann did the introduction, and Cindy did the list of board members and the staff. Joann will put it together to vote at the next meeting.
- VIII. Trustee Education: Angela said that if someone registers for a class, but is unable to attend, but then receives the presentation via email, that will count toward the requirement. So far, there is no way to prove that someone has reviewed the material so they are using the honor system. There are forms that will be filled out and given to the board president.
- IX. DATES TO REMEMBER: A motion to change the time of the February 14 board meeting to 4:30 was made by Marylou, seconded by Nick and passed. Trustee education workshops: Jan. 11 and 12 at 2PM and 6PM; Trivia: Jan. 17, 6PM at Golly's. Note change to Tuesday.
- X. ADJOURNMENT: A motion to adjourn the meeting at 6:06PM was made by Nick, seconded by Linda and passed.