

CENTRAL SQUARE LIBRARY
ADMINISTRATIVE BOARD MEETING
MARCH 20, 2023

The March meeting of the Board of Trustees of the Central Square Library was called to order by President Joann Burghart at 5:00PM. Members present were Linda Barling, Alice Peron, and Marylou Winks. Also present were Ann Plyter, Cindy Partrick, Michelle Farrand and potential new board member David Fries.

I. AGENDA APPROVAL: A motion to approve the agenda was made by Marylou, second by Linda and passed.

II. SECRETARY'S REPORT: A motion to accept the secretary's report was made by Linda, seconded by Marylou and passed.

III. TREASURER'S REPORT: Ann reported that we are under contract to Direct Energy until 2024. A motion to accept the treasurer's report was made by Marylou, seconded by Alice and passed.

IV. FRIENDS' REPORT: There was no meeting. Fern Lewis is in rehab for her broken hip. She is going to give up the presidency and there is a need for more members. Alice said that she could join.

V. DIRECTOR'S REPORT: A. Polaris will be going live on April 26. The library will go dark from April 19-25. The library will be open. The library will be closed for training from 1-4 on April 10.

B. A new lap top from NCLS will cost \$577. A motion to buy it was made by Marylou, seconded by Alice and passed.

C. Membership dues for the Chamber of Commerce is due. Cindy will check to see if there is a lower price for non-profits. A motion to pay the dues was made by Alice, seconded by Linda and passed.

D. The high school scholarship \$200 will be due April 17. Cindy will contact the Friends for the other \$200.

E. Doyle will install a new monitor across from the circulation desk with cameras to cover the parking lot, children's room, back room and side door. It will cost around \$1000. We got a donation of \$1000 from the estate of Chester Perkins.

F. There will be a community book recycling event in September between 9AM-12PM. No books will be accepted before or after. Staff is busy weeding the collection. NCLS will take books to recycling center.

G. Dawn Vincent will come on March 30th sometime between 1:30 and 2:30 to discuss the use of library space effectively. She also said that we should definitely apply for the state construction grant since it will cover 75% of the cost and we already have the 25% covered. She mentioned that some libraries have been using pop-up pods for private community meeting use.

H. A member of Senator Mannion's team comes every 3rd Thursday for community outreach. It has been going very well so far.

VI. COMMUNITY INPUT: Michelle said that there was a mini-grant available and she would like to apply for it. We told her that any time she wanted to get money for the library, it was ok with us.

VII. BUSINESS: A. Long -range plan update. We need clarification from Nick about the board survey report before we can finish it.

B. LOGO: We reviewed the logo and decided that we liked the second set of suggestions.

C. LED sign: Cirrus Led will provide info at the April 11th trustee meeting at 5:15.

D. Annual Report was reviewed. A motion to approve it was made by Marylou, seconded by Alice and passed.

E. Building issues: Side door: Dave Beck recommended a company that specializes in handicapped compliant steel doors. We need to get a light for the parking lot dark spot. We will contact Tom Leo, electrician, for estimates.

F. Continuing education for Trustees: There are several workshops listed on the NCLS website that gives access to all of the offerings. May 2nd 1-2:30 Marketing for small libraries. May 23rd 10-11, Board basics-highly recommended for all trustees. There is a 2hr. yearly education requirement for all trustees.

G. Resignation: Sandra Menjik, a 20yr board member, resigned for personal reasons. A motion to accept, with regrets, was made by Alice, seconded by Joann and passed.

VIII. DATES TO REMEMBER: Next meeting: April 11, 5PM. Trivia: April 18, 6PM, Golly's.

IX. ADJOURNMENT: A motion to adjourn the meeting at 6:15PM was made by Joann, seconded by Alice and passed.