

CENTRAL SQUARE LIBRARY  
ADMINISTRATIVE BOARD MEETING  
APRIL 9, 2024

The April meeting of the Board of Trustees of the Central Square Library was called to order by Vice President Nick Lotito at 4:00PM. Members present were Linda Barling, David Fries, Alice Peron and Marylou Winks. Also present were Ann Plyter, Cindy Partrick and Michelle Farrand.

- I. AGENDA APPROVAL: A motion to approve the agenda with 3 additions, vote on meeting time change, Chamber of Commerce scholarship and vote to approve Karp lawyer contract, was made by Marylou, seconded by Dave and passed.
- II. SECRETARY'S REPORT: A motion to approve was made by Nick, seconded by Alice and passed.
- III. TREASURER'S REPORT: Ann reported that we have received the \$10,000 donation from Senator Mannion's office. A motion to approve the report was made by Dave, seconded by Marylou and passed.
- IV. DIRECTOR'S REPORT:
  - A. A new Miraki Router was installed on March 13.
  - B. We purchased one Empire Pass and 2 Explore Outdoors Passes to be signed out by patrons. A Motion to change the loan period from 7 days to 5 days was made by Dave, seconded by Linda and passed.
  - C. NCLS is offering a Summer Library Adventure July1-Sept. 2. There are several library related activities and a prize drawings at the end.
  - D. OCLC meeting: libraries will not be participating in the Oswego County Fair, but would like to participate at Harborfest in July if possible. Libraries will offer Summer Reading Passports again from June 24-Aug. 30
  - E. Cindy met with Amanda Travis, Director of the Cicero Library. She said she was willing to help us with our grant writing. She is also pushing for NOPL to eliminate the \$35 fee for Oswego County residents at NOPL libraries.
  - F. The Central Square Lions club is offering a Saturday story time twice a month from 10:45-11:45. The first one was April 6<sup>th</sup>. Lions Krause and Toni are doing them with Michelle helping with the planning. The next one will be April 20.
  - G. The FAQ document for the School ballot referendum is almost complete. Paulette did the tax calculations for the increase homeowners would be per \$100,000 of property value for our requested increase of funding from \$60,000 to \$70,000. It would only be \$0.60 to \$0.70 per household. These FAQ's will also be used in our report to the community and will include other statistics concerning library usage- # of new patrons, book circulation, #of new items for circulation etc. Cindy will be sending the board the completed community report for our input. Michelle will work on the design.

V. COMMUNITY REPORT: A. Michelle stated that the Eclipse party at the Van Liew Park was a success with about 150-200 people attending. Katie Haberer's girl scouts did different activities with the kids. Chef Jeff said that he was happy with his amount of customers and never sets a minimum and would be happy to participate in any of our other events. Port-a-Potties had to be ordered, because the bathrooms still hadn't been turned on for the season. Katie was also a big help in getting them for only \$200 which is the usual cost of 1, but we got 5. There were some donations from the Westcott Barber Shop and also Buckseas seasoning which could be used to cover their cost. The total cost for everything was \$415.

B. Michelle attended a summer reading workshop at NCLS. 1. One of the topics concerned collaboration with other libraries that were near-by on projects. She is already considering working with Parish on something. 2. They also suggested using volunteers to help out with summer reading which may have to be written into our volunteer policy concerning a list of supervised and non-supervised activities. We could also look into Americorps or Oswego County Youth Groups. These groups will have volunteers who have been vetted, training, background checks etc. 3. Several libraries asked if we could buy our own MOST pass since theirs are getting pretty ratty and we keep sending our patrons to them. A motion to buy our own MOST pass for \$150 was made by Nick, seconded by Marylou and passed. Alice suggested that maybe we could raffle off something like Clayton Island Tour passes to help pay for it. 4. Elementary open houses are set. May 16, Brewerton's spring carnival at 6. Nick and Alice will represent the library. Also on May 16, Cole 6-8PM, Michelle and possibly Donna will attend; Millard Hawk, 6-7:30, Cindy and Linda will attend. On May 2<sup>nd</sup> Hastings-Mallory at CSI from 5-7PM. Heather and possibly Joann will attend. Dave could fill in as well depending on his schedule.

VI. BUSINESS: A. Cindy received a letter from Karp outlining his fees to represent us as our lawyer in our construction contract review. His retainer will be \$1500. He charges \$250 per hour. He would also be reviewing any other contracts we may need for our construction project. Any money left over will be refunded. A motion to accept the contract was made by Alice, seconded by Dave and passed.

B. c2AE design proposal: If/when we sign the design proposal for circa \$17k, the designs will belong to us whether or not we decide to continue using them. They would help us decide on a General Contractor, but we would be responsible for getting the bids and hiring. The GC would hire the sub-contractors as needed. We need to review liability insurance requirements with whomever we hire. The meeting with c2AE was scheduled for April 17, but may need to be moved to a later date if we don't get Karp's review in time. Dawn and Angela will also have to be informed of any date change since they are scheduled to attend.

C. The construction committee with sending in the "Intent to Apply" form for the NYS construction grant to NCLS.

D. A vote to send in \$500 to the Chamber of Commerce Scholarship program was made by Dave, seconded by Alice and passed.

E. A vote to change the board meeting time in the by-laws from 5PM to 4PM year round was made by Marylou, seconded by Dave and passed.

VII. DATES TO REMEMBER: A. Next Brd. Mtg.: May 14, 4PM. B. Trivia, April 16 at 11AM and 6PM. C. April 17, 1-2PM, Jim Farfaglia author, and 10-12:30 NY Connects. D. May 14, 10-12 Office of the Aging. E. May 18 "Hungry Town" concert time and place TBD.

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