MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, MARCH 18th, 2019

I. The meeting was called to order by President Virginia Tyson at 7:00pm. Also present were: Jacques LeBlanc, Christine Buff, Deborah Cannarelli, Colleen Hogan, Marcie Litjens, Bob Chesnut, Jacqueline Franke.

II. Agenda was approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.

III. Minutes of the February Regular meeting were approved on a motion made by J. LeBlanc, seconded by C. Buff, all in favor.

IV. Period of Public Expression - None

V. Financial Report - March

A.	Operating Account Warrant #9	$ 88,371.06
B.	Operating Account Warrant #9A	$ .00
C.	Payroll Account Warrant #9B	$139,064.86
D.	Capital Projects Fund Warrant #9	$ 11,106.75

were approved on a motion made by C. Buff, seconded by J. LeBlanc, all in favor.

VI. Reports.

A. President's report: None

B. Trustees' reports: Vice President LeBlanc asked a few questions for a patron.

C. Director's report: Director Litjens shared the following: A memo was circulated to all staff and security regarding a situation that occurred in another library. This was done to help bring awareness to the staff. A professional will be coming in to check the security on our computer systems. He will share his findings. Director Litjens received her new phone. Please update her new contact information. The dehumidification system is being installed in the basement on March 19, 2019. The state report is almost complete. The report will be submitted once the Board has approved it.

D. Additional reports: None

VII. Old Business.

A. Window Replacement Project: Work is ongoing to fix the windows. Plywood is being replaced, the flashing will be done properly, and they will be weather and water proofed. Park East site manager, Ronnie has been very professional. The windows will be delivered on March 26, 2019. The entire first floor will be done, followed by the flat roof area, and then the top clerestory.

B. Master Plan: Tim Kropp will be in soon to discuss the furniture in the Adult department. Shelving for the Long Island Collection will cost $16,000 if ordered through state contract. BBS submitted their proposal for the new café.

VIII. New Business.

A. Motion by C. Buff, seconded by C. Hogan, to transfer $150,000 from People's Checking to Payroll Account, all in favor.
B. Motion by C. Buff, seconded by C. Hogan, to approve Library Owned Device Policy, all in favor.
C. Motion by C. Buff, seconded by C. Hogan, to approve Homebound Delivery Policy, all in favor.
D. ~~Motion by _____, seconded by _____, to approve Annual State Report.~~ Tabled
E. ~~Motion by _____, seconded by _____, to accept the proposal from BBS for the Café.~~ Tabled

IX. Date and time of the next regular meeting of the Trustees: Monday, April 1st, 2019 at 7:00pm.

X. There being no further business, tonight's meeting was adjourned at 8:10pm on a motion made by C. Buff, seconded by C. Hogan, all in favor.

Respectfully submitted,

Jacqueline Franke
Secretary to the Board