

**MINUTES OF THE CMEPL TRUSTEES MEETING  
HELD AT THE LIBRARY ON MONDAY, DECEMBER 18, 2017**

- I. The meeting was called to order by Vice President Jacques LeBlanc at 7:02pm. Also present were: Jeanette McHeffey, Vera Trick, Marcie Litjens and Bob Chesnut
- II. Agenda was approved on a motion made by V. Trick, seconded by J. McHeffey.
- III. Minutes of the last meeting were approved on a motion made by J. McHeffey, seconded by V. Trick.
- IV. Financial Report
  - A. Operating Account Warrant #6 \$119,743.05
  - B. Operating Account Warrant #6A \$5,511.42
  - C. Payroll Account Warrant #6B \$135,147.96were approved on a motion made by V. Trick, seconded by J. McHeffey.
- V. Reports
  - A. President's Report: Absent
  - B. Trustee Report:
  - C. Director's Report: Car Accident into building caused cosmetic damage and working with insurance agent, Joe Price. Park East came down and structure safe. Park East evaluating windows for replacement, est. \$100,000 and will need to go out to bid. Original building did not use commercial windows. Odor in Activity Room was from the sink trap. Maintenance contract for mold. Working on 2018-19 budget. Working on Proctor and Travel Policy. Attending SCLS program on passports in February.
  - D. Other Report:
- VI. Old Business

Al Coster will attend January Board meeting to discuss Audit, fund balance.
- VII. New Business

Motion to accept Community Room Policy, made by J. McHeffey, seconded by V. Trick.  
Motion to accept SCLS 2018 Budget, made by J. McHeffey, seconded by V. Trick.  
Motion to transfer \$150,000 from People's Checking to Payroll Account made by V. Trick, seconded by J. McHeffey.  
Motion to appoint Christine Buff to fill D. Levine's position made by V. Trick, seconded by J. McHeffey.  
Motion to appoint Colleen Hogan to J. McHeffey's position made by V. Trick, seconded by J. McHeffey.
- VIII. Date and time of next regular business meeting: Monday, January 22, 2018 at 7pm.
- IX. There being no further business, tonight's meeting was adjourned at 7:44pm on a motion made by J. McHeffey, seconded by V. Trick.

Respectfully submitted,

Jeanette McHeffey  
Secretary