

**MINUTES OF THE CMEPL TRUSTEES MEETING  
HELD AT THE LIBRARY ON MONDAY, JANUARY 22, 2018**

- I. The meeting was called to order by President Virginia Tyson at 6:55pm. Also present were: Jacques LeBlanc, Vera Trick, Colleen Hogan, Christine Buff, Marcie Litjens and Bob Chesnut.
- II. Agenda was approved on a motion made by J. LeBlanc, seconded by V. Trick.
- III. Minutes of the last meeting were approved on a motion made by J. LeBlanc, seconded by C. Buff.
- IV. Financial Report
  - A. Operating Account Warrant #7 \$107,592.75
  - B. Operating Account Warrant #7A \$5,778.64were approved on a motion made by V. Trick, seconded by J. LeBlanc.
- V. Reports
  - A. President's Report:
  - B. Trustee Report:
  - C. Director's Report: Trustee Workshop that was help was informative and will ask Kevin Verbesey to come to our Library to make a presentation. Kevin advised that State Education Dept. is running up to 17 weeks behind on approving plans. Purse stolen from the Library last month, cameras did not catch incident. Additional cameras are still in the process of being put up. Elevator needed repairing as the computer board got wet (\$2500). Water fountain also broke and new one ordered. Building is starting to need more repairs. Preliminary report from BBS on the facilities assessment was reviewed with the architect. Final report pending. Potential problem with the age of oil tank. Meeting with Interior Designer from BBS on February 15 to discuss layout of the building. Banned patron is writing letters to library, file being kept.
  - D. Other Report: Al Coster, CPA from Baldesseri & Coster gave an overview of what their company does for the Center Moriches Library and offered options on placement of Fund Balance.
- VI. Executive Session called to order at 8:00pm made by a motion of J. LeBlanc, seconded by V. Trick to discuss legal personnel matter. Motion to return to public session make by J. LeBlanc, seconded by V. Trick at 8:12pm
- VII. Old Business: None
- VIII. New Business

Motion to accept the resignation of Jeanette McHeffey from the Board of Trustees made by J. LeBlanc, Seconded by V. Trick, all in favor.  
Oath of Office administered to Christine Buff  
Oath of Office administered to Colleen Hogan  
Motion to accept Travel/Conference/Meeting Policy made by J. LeBlanc, seconded by V. Trick, all in favor.  
Motion to accept Exam Proctoring Policy made by V. Trick, seconded by J. LeBlanc, all in favor.  
Motion to accept changes to Leave Policy made by V. Trick, seconded by J. LeBlanc, all in favor.  
Motion to transfer \$150,000 from People's Checking to Payroll Account made by V. Trick, seconded by J. LeBlanc, all in favor.
- IX. Date and time of next regular business meeting: Monday, February 26, 2018 at 7pm.
- X. There being no further business, tonight's meeting was adjourned at 8:35pm on a motion made by V. Trick, seconded by V. Tyson, all in favor.

Respectfully submitted,

Vera Trick  
Acting Secretary