

**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, DECEMBER 19, 2016**

- I. The meeting was called to order by President Virginia Tyson at 7:05pm. Also present were: Jeanette McHeffey, Dionne Levine, Vera Trick, Jacques LeBlanc, Nan Peel. Guests: Marcie Litjens, Robert Chesnut, and Dawn Daniels.
- II. Agenda was approved on a motion made by V. Trick, seconded by D. Levine.
- III. Minutes of the last meeting were approved on a motion made by D. Levine, seconded by V. Trick.
- IV. Financial Report and:
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|-----------------------------------|--------------|
| A. Operating Account Warrant #6: | \$83,949.19 |
| B. Operating Account Warrant #6A: | \$3,954.58 |
| C. Payroll Account Warrant #6B: | \$129,562.67 |
- were approved on a motion made by V. Trick, seconded by D. Levine.
- V. Reports
- A. Director: HVAC project proposals will be ready this week.
 - B. Dawn Daniels gave a PowerPoint presentation on seed library.
 - C. M. Litjens reported on petty cash policy and credit card policy. Marcie applied for \$1,700 grant; decision to be made in February.
- VI. Old Business
- A. Motion by J. LeBlanc, seconded by J. McHeffey, for Community Room doors, rest room doors, and staff room door; selection of "Red Oak Serengeti SE15"; \$5,974.53.
- VII. New Business
- A. Motion to start seed library program, made by D. Levine, seconded by J. McHeffey.
 - B. Motion to provide \$250 budget for seed library, made by V. Trick, seconded by J. McHeffey.
 - C. Motion to accept credit card policy, made by J. McHeffey, seconded by V. Trick.
 - D. Motion to approve short-term employment policy, made by J. McHeffey, seconded by D. Levine.
 - E. Motion to repair clerestory windows, not to exceed \$5,300, made by D. Levine, seconded by V. Trick.
 - F. Motion to accept resignation of Rachel Sferlazza, made by D. Levine, seconded by V. Trick.
 - G. Motion to hire Alexis Knowles as clerk at \$14/hr, made by J. McHeffey, seconded by V. Trick.
 - H. Thank you letter from the Hayden Family.
 - I. Motion to transfer \$100,000 from Money Market to Operating Account, made by V. Trick, seconded by J. McHeffey.
 - J. Motion to transfer \$150,000 from Money Market to Payroll Account, made by J. McHeffey, seconded by V. Trick.
- VIII. Date and time of next regular business meeting: Monday, January 23, 2016 at 7pm.
- IX. There being no further business, tonight's meeting was adjourned at 7:50pm on a motion made by J. McHeffey, seconded by D. Levine.

Respectfully submitted,

Dionne Levine

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Secretary