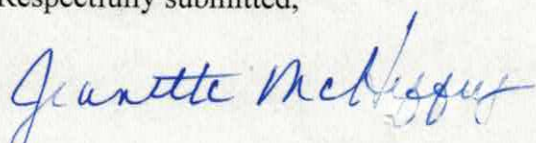


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**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, MAY 15th, 2017**

- I. The meeting was called to order by President Virginia Tyson at 7pm. Also present were: Jeanette McHeffey, Vera Trick, Jacques LeBlanc, Nan Peel, and Marcie Litjens.
- 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 V. Trick, seconded by J. McHeffey.
- IV. Financial Report and:
 - A. Operating Account Warrant #11: \$109,225.04
 - B. Operating Account Warrant #11A: \$4,124.00
 - C. Payroll Account Warrant #11B: \$130,274.81
 - D. Capital Projects Fund Warrant #11: \$26,380.00were approved on a motion made by J. McHeffey, seconded by V. Trick.
- V. Reports
 - A. President: Accountant said we can use the remaining funds for the HVAC project to take care of the HVAC-related repairs.
 - B. Assistant Director: Received submissions for Children's Room Art Contest from student artists; trustees couldn't decide on winner, so chose three winners; each will receive 5 hours of community service time and a \$50 gift card from Amazon.com. Library featured in *The Tide*. Spoke to Project Manager Derek about a 5-year plan. Spoke with Roger Smith of BBS Architects. Water leak problem in basement; representative from distributor came and said connector valves were wrong. Will speak with Fleet Mechanic and Wiedersum Architects. Derek is going to find out who is responsible (estimated cost of each valve is \$600). Discussion: "Who do we want to do the repairs?" One of the new HVACs is up and running, second one will be running by end of week, then work will continue on the third unit. Air ducts cleaned and encapsulated -- no mold; duct work will be done also in the new area of the Library. Accountant Dan suggests we consider a resolution to transfer funds internally; Dan will look into some banks. Friends of the Library agreed to sponsor Nan's retirement party up to \$1,000; Town Supervisor Mr. Romaine and Assemblyman Fred Thiele will be attending. Seniors meet in Library 1:30-4:30 on Mondays and had an issue with a student in the room who was taking a test. Unofficial Employee Handbook was given to trustees to review. Our payroll system cannot calculate part-time sick leave every other month; we will change to monthly calculation by splitting allotted sick leave.
- VI. New Business
 - A. Motion to accept retirement of Director Nan Peel, made by J. McHeffey, seconded by V. Trick.
 - B. Motion to accept resignation of trustee Dee Levine, made by V. Trick, seconded by J. McHeffey.
 - C. Motion to accept resignation of security guard John McHugh, made by J. McHeffey, seconded by J. LeBlanc.
 - D. Motion to hire security guard Brandon O'Sullivan at \$20/hour, made by J. McHeffey, seconded by V. Trick.
 - E. Motion to hire temporary summer help, Anne Salvador, at \$24/hour (beginning June 24th), made by J. McHeffey, seconded by V. Trick.
 - F. Motion to approve staff salaries for the 2017-2018 fiscal year, made by V. Trick, seconded by J. LeBlanc.
 - G. Motion to transfer \$150,000 from Money Market to Payroll Account, made by J. McHeffey, seconded by V. Trick.
 - H. Motion to include repairs to system ducts from funds for HVAC project, made by V. Trick, seconded by J. LeBlanc.
- VII. Date and time of next regular business meeting: Monday, June 19th, 2017 at 7pm.
- VIII. There being no further business, tonight's meeting was adjourned at 7:40pm on a motion made by J. McHeffey, seconded by V. Trick.

Respectfully submitted,


Jeanette McHeffey
Acting Secretary