

**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, JUNE 19th, 2017**

- I. The meeting was called to order by President Virginia Tyson at 7pm. Also present were: Jeanette McHeffey, Vera Trick, Jacques LeBlanc, and Marcie Litjens.
- II. Agenda was approved on a motion made by V. Trick, seconded by J. LeBlanc.
- III. Minutes of the last meeting were approved on a motion made by J. McHeffey, seconded by V. Trick.
- IV. Financial Report and:
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|---------------------------------------|--------------|
| A. Operating Account Warrant #12: | \$95,459.84 |
| B. Operating Account Warrant #12A: | \$3,840.38 |
| C. Payroll Account Warrant #12B: | \$132,748.45 |
| D. Capital Projects Fund Warrant #12: | \$143,100.00 |
- were approved on a motion made by V. Trick, seconded by J. McHeffey.
- V. Reports
- A. President: 3 months to appoint a replacement for Dee.
- B. Director: Received \$4,000 grant from Senator LaValle. Received a letter of praise from Ms. Doziak. Patron banned [name redacted] - came to Library 2 times; security guard told him he had to leave. \$12,000 limit on Costco card;
- SCLS meeting on minimum standards; recommended:
- By-laws reviewed every 5 years
 - All policies be reviewed once every 5 years.
 - Trustee education.
 - Professional development.
- Hallways painted. Exhibit/Display policy review, to be discussed at next meeting (lawyer approved). Meeting Room policy at lawyer's for review. HVAC: all systems in; coil is not in until valve issue is resolved (very expensive); air conditional functional.
- Think about window replacement in old part of building. Talk to Derek about a 5-year plan. Another screen for Friends of the Library. Another screen for Library policies. Wedell has artwork; should be finished in a couple of weeks. NYS has a new Paid Family Leave Act coming out.
- VI. Old Business
- A. Policy Manual, pages 1 - 10.
- VII. New Business
- A. Approval on \$12,000 limit for Costco card, payment to be authorized prior to Board Meeting, motion made by J. McHeffey, seconded by V. Trick.
- B. Motion made by J. McHeffey, seconded by J. LeBlanc, to hire part-time Library Clerk Justin Trifan at \$14/hr.
- C. Motion made by J. LeBlanc, seconded by J. McHeffey to transfer \$150,000 from Money Market to Payroll Account.
- VIII. Date and time of the annual re-organization meeting: Thursday, July 6th, 2017 at 7pm.
Date and time of the next regular business meeting: Monday, July 17th, 2017 at 7pm.
- IX. There being no further business, tonight's meeting was adjourned at 8:21pm on a motion made by V. Trick, seconded by J. McHeffey

Respectfully submitted,

Jeanette McHeffey
Vice President