

MINUTES OF THE CMFPL TRUSTEES MEETING  
HELD AT THE LIBRARY ON WEDNESDAY, MARCH 21st, 2016

- I. The meeting was called to order by President Virginia Tyson at 7pm. Present were: Jeanette McHeffey, Dionne Levine, Vera Trick, and Nan Peel.  
Guests: Jacques LeBlanc, Marcie Litjens, and Robert Chesnut.
- II. Agenda was approved on a motion made by J. McHeffey, seconded by V. Trick.
- III. Minutes of the last meeting were approved on a motion made by D. Levine, seconded by J. McHeffey.
- IV. Financial Report and:
 

A. Operating Account Warrant #9	\$67,740.30
B. Operating Account Warrant #9A	\$5,326.56
C. Payroll Account Warrant # 9B	\$124, 662.01

 were approved on a motion made by D. Levine, seconded by J. McHeffey.
- V. Reports:
  - A. President's Report: Landscaping coming next month. Jeannette McHeffey and Jacques LeBlanc will be running for Board of Trustees.
  - B. Director's Report: Leak in roof; company will take care of it. Mold in basement; insurance co. will pay. Quote coming this week for folding metal shelves for basement.
- VI. Old Business
  - A. Review of Park East proposal for lighting.
  - B. Motion to use Newsday and Long Island Advance for bid notices, made by V. Trick, seconded by J. McHeffey.
  - C. Interviewing librarians for part-time positions.
- VII. New Business
  - A. M. Litjens gave report on the Employee Assistance Program: \$42 per person for staff and trustees. Motion to join by J. McHeffey, seconded by V. Trick.
  - B. R. Chesnut reported on Biblio Books. Also reported that 14 Kindles are coming to Library from recent grant.
  - C. Motion to accept resignation of clerk Judy Merrick, by D. Levine, seconded by V. Trick.
  - D. Motion to accept resignation of trustee Mark Herrmann, by V. Trick, seconded by J. McHeffey.
  - E. Trustee election on April 12th. Motion to appoint Jacques LeBlanc to fill in as trustee, by V. Trick, seconded by J. McHeffey.
  - F. Motion to transfer \$100,000 from Money Market to Payroll Account, by D. Levine, seconded by J. McHeffey.
  - G. Motion to appoint election inspectors for budget vote, made by D. Levine, seconded by J. McHeffey: Chief Election Inspector Sue Bartels @ \$14 per hour, Election Inspectors Rosemary Delio, Gladys Hawkins, and Janet Penney @ \$13 per hour.
  - H. Motion to hire Michael Urban as page at \$9 per hour, by D. Levine, seconded by V. Trick.
  - I. Motion to adopt policy of social media, made by V. Trick, seconded by J. McHeffey.
  - J. Motion to approve Human Resources person Linette O'Neil, by J. McHeffey, seconded by V. Trick.
  - K. M. Litjens and R. Chesnut revising staff handbook.
- VIII. Date and time of next meeting: Monday, April 18, 2016 at 7pm.
- IX. There being no further business, tonight's meeting was adjourned at 7:40pm on a motion made by D. Levine, seconded by J. McHeffey.

Respectfully submitted,

*Dionne Levine*

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Secretary