

**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, AUGUST 13, 2001**

I. The meeting was called to order by Pres. V. Tyson at 7:40 p.m. Present were: Virginia Tyson, Jeannette McHeffey, Mark Herrmann, Vera Trick, Nan Peel. Guest: Brad Singer.

II. Agenda was approved on a motion made by M. Herrmann, seconded by V. Trick.

III. Minutes of the last meeting was approved on a motion made by M. Herrmann, seconded by V. Trick.

IV. Financial Report,
Operating Account Warrants #2 (\$65,092.52) and #1A (\$7,021.28)
Payroll Account Warrant #1B (\$45,758.31)
Capital Projects Fund Warrant #1C (\$7,585.00)
were approved on a motion made by V. Trick, seconded by M. Herrmann.

V. President's Report: Received all paperwork from Paul Welsh. Nan has all warranties. Paperwork for Albany as well was given to Nan from Paul Welsh. We are waiting on blueprints, drawings, paperwork, etc. Nan to call Kevin Seaman, Attorney, regarding all documents. Nan to call Paul Welsh as well.

Trustee Report: V. Trick spoke to Board regarding yoga class over-booking so that some patrons will be able to attend class when some patrons do not show up.

Reference Librarian's Report: Brad Singer spoke to Board regarding shelving. Staff is learning how to use new PALS system; Marilyn Weinberg teaches B. Singer how to use system. This Fall, Windows system will be introduced to staff. Brad will be looking into cable for Internet use. Current system is 3 years old. Checking into new hardware. Cybrarian software will check patrons' library cards and record if they have cards outdated. Brad to get back to Board with cost. Brad also looking into filtering system for young children using Internet.

Director's Report: Nan still looking for full-time staff. Children's librarian is needed. Joy Titmus will not work out; she needs a B.A. for Library Assistant position. Nan interviewed Michael Schlie, as he could be hired as a Library Assistant on a part-time basis. Nan to photocopy Michael Schlie's resume to show board. \$5,100 to update phone system; Nan showed Board sample new phone.

VI. Old Business

VII. New Business

A. Discussed patron letter of complaint.

B. Motion made by V. Trick, seconded by M. Herrmann for Nan to look into new phone systems.

C. Motion made by M. Herrmann, seconded by J. McHeffey, to make revisions in Employee Handbook.

D. Motion made by J. McHeffey, seconded by M. Herrmann, to retroactively approve Paul Welsh going ahead with projects 3 & 4, making the plans state-ready.

VIII. Date and time of next meeting: Monday, September 17, 2001 at 7:30 p.m.

IX. There being no further business, tonight's meeting was adjourned at 8:40 p.m. on a motion made by J. McHeffey, seconded by M. Herrmann.

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Respectfully submitted,

Vera Trick
Acting Secretary