

**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, APRIL 15th, 2019**

- I. The meeting was called to order by President Virginia Tyson at 7:07pm. Also present were: Jacques LeBlanc, Christine Buff, Deborah Cannarelli, Colleen Hogan, Marcie Litjens, Bob Chesnut, Jacqueline Franke.
- II. Agenda was approved on a motion made by J. LeBlanc, seconded by C. Hogan, all in favor.
- III. Minutes of the March Regular meeting and April Special meeting were approved on a motion made by J. LeBlanc, seconded by C. Hogan, all in favor.
- IV. Period of Public Expression - None
- V. Financial Report - April

A. Operating Account Warrant #10	\$ 99,979.63
B. Operating Account Warrant #10A	\$ 7,805.43
C. Payroll Account Warrant #10B	\$144,265.15
D. Capital Projects Fund Warrant #10	\$ 7,000.00

were approved on a motion made by J. LeBlanc, seconded by C.Hogan, all in favor.
- VI. Reports.
 - A. President's report: None
 - B. Trustees' reports: None
 - C. Director's report: Director Litjens shared the following: The library budget passed with 70 yes votes and 5 no votes. Christine Buff was re-elected to a five year term. We received a check for \$500 from Cook Marrin. The library has received some subpoenas regarding an outside case. There will be a delayed opening on April 16, 2019 due to work on the windows. Director Litjens reviewed what the 1KBK program is. The Director contacted SCLS and found out that we can change the code on the 1KBK's in order to get credit for all of the items in the package. This is good news. The past 10 years of general fund and capital fund numbers were reviewed. Interviews were held for the Children's department opening. Director Litjens is happy with the potential hire. We went out for an RFP for the website design. We heard back from a few companies. Director Litjens is most happy and comfortable with Electric Bricks. They have done work for the local Chamber of Commerce and the Community Center.
 - D. Additional reports: None
- VII. Old Business.
 - A. Window Replacement Project: The repairs are ongoing. There are currently no leaks from the repaired windows after the most recent rains.
- VIII. Executive Session:
 - A. Motion by J. LeBlanc, seconded by C. Hogan to enter into Executive session at 7:40pm to discuss a specific personnel matter, all in favor.
 - B. Motion by J. LeBlanc, seconded by C. Hogan to adjourn Executive session and resume Regular session at 8:00pm, all in favor.
- IX. Period of Public Expression - None
- X. New Business.
 - A. Motion by C. Hogan, seconded by J. LeBlanc, to transfer \$150,000 from People's Checking to Payroll Account, all in favor.
 - B. Motion by J. LeBlanc, seconded by C. Hogan, to approve updated Video Recording/Photography Policy, all in favor.
 - C. Motion by J. LeBlanc, seconded by C. Hogan, to accept the retirement of Susan T. Carlsen, effective 4/15/19, all in favor.
 - D. Motion by J. LeBlanc, seconded by C. Hogan, to hire Susan T. Carlsen as Library Clerk effective 4/18/19 at \$24.38/hr, all in favor.
 - E. Motion by J. LeBlanc, seconded by C. Hogan, to approve Annual State Report, all in favor.
 - F. Motion by J. LeBlanc, seconded by C. Hogan, to accept the proposal from BBS for the Café, all in favor.
 - G. Motion by J. LeBlanc, seconded by C. Hogan, to approve reduction of hours for Christie Matheson from 35 to 21 per week, all in favor.
 - H. Motion by J. LeBlanc, seconded by C. Hogan, to allocate \$850,000 from Committed Building Improvements Fund for Capital Improvements, all in favor.
 - I. Motion by J. LeBlanc, seconded by C. Hogan, to transfer \$850,000 from the General Fund to the Capital Fund, all in favor.
 - J. Motion by J. LeBlanc, seconded by C. Hogan, to hire Librarian Trainee Meghan Sullivan (CS) effective 4/27/19 at \$22/hr, all in favor.
- XI. Date and time of the next regular meeting of the Trustees: Monday, May 20th, 2019 at 7:00pm.
- XII. There being no further business, tonight's meeting was adjourned at 8:10pm on a motion made by J. LeBlanc, seconded by C. Hogan, all in favor.

Respectfully submitted,

Jacqueline Franke

Jacqueline Franke
Secretary to the Board

THE BOARD OF DIRECTORS
OF THE LIBRARY OF CONGRESS

The meeting was called to order by the President, Dr. C. Hogan, at 10:00 a.m. The meeting was held in the Board Room, 5th Floor, Library of Congress, Washington, D.C.

Agenda was approved as a motion made by C. Hogan, seconded by C. Holt, all in favor.

Minutes of the April 14, 1993 meeting were approved as a motion made by C. Holt, seconded by C. Hogan, all in favor.

Report of Public Information - None

Financial Report - None

- A. Operating Account - None
- B. Operating Account - None
- C. Capital Account - None
- D. Funds Account - None

Resolutions - None

A. President's report - None

B. Trustees report: Vice President, Richard L. Johnson reported that the library's operations are in good financial health. The library's operating budget for 1993 is \$10,000,000. The library's total assets are \$100,000,000. The library's total liabilities are \$50,000,000. The library's net assets are \$50,000,000. The library's operating surplus is \$1,000,000. The library's total surplus is \$1,000,000. The library's total deficit is \$0. The library's total equity is \$100,000,000. The library's total debt is \$50,000,000. The library's total capital is \$50,000,000. The library's total operating surplus is \$1,000,000. The library's total operating deficit is \$0. The library's total operating equity is \$100,000,000. The library's total operating debt is \$50,000,000. The library's total operating capital is \$50,000,000. The library's total operating surplus is \$1,000,000. The library's total operating deficit is \$0. The library's total operating equity is \$100,000,000. The library's total operating debt is \$50,000,000. The library's total operating capital is \$50,000,000.

D. Additional reports - None

VII. Old Business

- A. Window Replacement Project: The final walk through with the architect is Friday, May 24th. Park has received an estimate from Arrow for repairs. The price was \$28,400 and \$12,740. Park has been discussing this with the architect. They are to be replaced.
- B. Web site Design and Logo: The design team will be out next week with a design. They will also be helping to create the library's new logo. The design team will be out next week with a design. They will also be helping to create the library's new logo. The design team will be out next week with a design. They will also be helping to create the library's new logo.

VIII. Report of Public Information - None

IX. New Business

- A. Motion by C. Hogan, seconded by C. Holt to request \$100,000 from the Board's Checking to replace Account, all in favor.
- B. Motion by C. Hogan, seconded by C. Holt to accept voluntary resignation of Peter from the Board, all in favor.
- C. Motion by C. Hogan, seconded by C. Holt to request \$100,000 from the Board's Checking to replace member's name at 2/1/93, all in favor.

X. Date and time of the next regular meeting of the Trustees - Tuesday, June 15, 1993 at 10:00 a.m.

XI. There being no further business, tonight's meeting was adjourned at 7:50 p.m. in a motion made by C. Hogan, seconded by C. Holt, all in favor.

Jacqueline Franke

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Secretary to the Board