

**MINUTES OF THE CMFPL TRUSTEES MEETING  
HELD AT THE LIBRARY ON MONDAY, APRIL 16<sup>th</sup>, 2018**

- I. The meeting was called to order by President Virginia Tyson at 7:00pm. Also present were: Jacques LeBlanc, Vera Trick, Colleen Hogan, Christine Buff, Marcie Litjens, Jacqueline Franke
- II. Agenda was approved on a motion made by V. Trick, seconded by J. LeBlanc, all in favor.
- III. Minutes of the March meeting and Special April meeting were approved on a motion made by J. LeBlanc, seconded by V. Trick, all in favor.
- IV. Financial Report
  - A. Operating Account Warrant #10      \$68,553.39
  - B. Operating Account Warrant #10A    \$5,995.36
  - C. Payroll Account Warrant #10B      \$138,092.03
 were approved on a motion made by J. LeBlanc, seconded by V. Trick, all in favor.
- V. Reports.
  - A. President's report: President Tyson will be opening the polls tomorrow, April 17<sup>th</sup>, 2018 at 1:30pm and will close the polls at 8:30pm. President Tyson voiced her continued concerns regarding certain patron incidents. Director Litjens updated the Board on one specific patron. The patron had an altercation outside of the library with an acquaintance. Security broke it up and asked the patron to leave. Same patron returned the following night and was consuming alcohol on the outside grounds of the library. Director Litjens is filing a trespass Affidavitt with SCPD to have patron arrested next time he trespasses.
  - B. Trustees' reports: None
  - C. Director's report: Narcan training; So far only one additional staff member is interested in being trained. The insurance company is ok with the library housing Narcan and staff being trained in the administration of it, they are not ok with the library training others in how to administer it. Eagle Scout, Joseph Luongo, has almost completed his project. Moriches Bay Garden Club would like to thank the library for the use of its meeting rooms. As a thank you, the club is donating a PG Hydrangea plant. Director Litjens will consult with the landscapers for planting ideas. Bob Chesnut is attending a Computers in Library conference this week. Arthur Hackett came to give an estimate for painting. An electrical efficiency audit started last week by MAG-LED. PSEG will be contacting library to schedule a visit regarding the audit. The library will save minimally \$1000.00 per year if it switches over to LED bulbs and takes advantage of rebates. The fire sprinkler installation will be on April 26<sup>th</sup> and April 27<sup>th</sup>. The library will not be closed during this time. There have been some problems with space. Patrons have been turned away due to lack of space, i.e. meeting rooms.
  - D. Additional reports: None
- VI. Old Business.
  - A. BBS-Windows and Oil Tank: Tyler was at the library for a full day taking measurements for windows and verifying existing drawings provided by the library. Windows are currently residential wood frame clad with aluminum. The recommendation is to replace in kind to commercial all aluminum. FOIL requested information from Suffolk County to determine what kind of tank is in the ground. Specs for original building say it is steel. If it is determined that it is steel, the Board can hire a company to perform a blow test to test the integrity of the tank. Another option is to abandon or replace the tank. Checking to see if abandonment is an option. The tank is definitely not a double wall fiberglass tank due to a lack of alarms. The Board agreed to explore natural gas which would include \$50,000 more in costs. Testing will commence Wednesday, checking for lead and asbestos. SEQRA to follow. Paperwork for SED was signed by District and has been submitted so we can get a case number started.
  - B. Newsletter: Director Litjens met with Janet, the printer, and gave her the Board's suggestions. A mock-up was shared with the Trustees. For an additional \$1800.00 per year, the newsletter is a bit larger, but includes all information. The Board was happy with the results. Director Litjens will speak with Janet and try to have the new newsletter ready for the July/August issue.
- VII. New Business.
  - A. Motion by V. Trick, seconded by C. Buff to transfer \$150,000 from People's Checking to Payroll Account, all in favor.
  - B. Motion by J. LeBlanc, seconded by V. Trick to accept the resignation of Library Clerk, Darren Chan, all in favor.
  - C. Motion by J. LeBlanc, seconded by C. Buff to accept the resignation of Security Guard, William Pryor, all in favor.

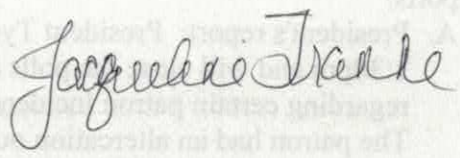


- D. Motion by V. Trick, seconded by C. Buff to hire Library Clerk, Patricia Pamboris at \$15/hr, all in favor.
- E. Motion by C. Buff, seconded by C. Hogan to hire Jacqueline Franke as Secretary to the Board at \$150 per month, all in favor.
- F. Motion by J. LeBlanc, seconded by V. Trick to hire BBS for Master Planning at \$7900, all in favor.
- G. Motion by J. LeBlanc, seconded by C. Buff to hire BBS for Windows and Oil Tank Project, all in favor.
- H. Motion by V. Trick, seconded by C. Hogan to transfer \$400,000 from Peoples Checking Account to Capital Improvements for Window/Oil project, all in favor.

VIII. Date and time of the next regular meeting of the Trustees: Monday, May 21<sup>st</sup> at 7:00pm, 2018.  
 Library Budget Vote: Tuesday, April 17, 2018, 1:30pm – 8:30pm.

IX. There being no further business, tonight's meeting was adjourned at 8:00pm on a motion made by V. Trick, seconded by C. Hogan, all in favor.

Respectfully submitted,



Jacqueline Franke  
 Secretary to the Board