

**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, APRIL 19th, 2021**

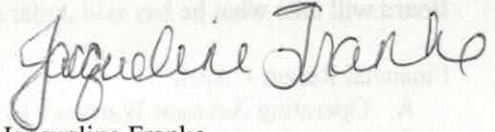
- I. The meeting was called to order by President Virginia Tyson at 7:03 p.m. Also present were: Jacques LeBlanc, Christine Buff, Deborah Cannarelli, Colleen Hogan, Marcie Litjens, Bob Chesnut, Jacqueline Franke.
- II. Agenda was approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- III. Minutes of the April 5, 2021 meeting were approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- IV. Period of Public Expression – A community member spoke to the board about an interaction he had with a member of the staff that left him feeling uncomfortable. President Tyson told the community member that the Board will take what he has said under advisement and get back to him.
- V. Financial Report – April
 - A. Operating Account Warrant #10 \$149,708.21
 - B. Operating Account Warrant #10A \$ 4,001.46
 - C. Payroll Account Warrant #10B \$130,773.32
 - D. Capital Projects Fund Warrant #10 \$ 5,200.00were approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- VI. Reports.
 - A. President's report: President Tyson reported that construction has begun. The Board discussed how much communication they would like from the contractors. Currently Renu provides a two week look ahead. Park East will arrange whatever works and is comfortable for the Board.
 - B. Trustees' reports: Trustee Buff thanked the Board for helping with the wording for the article. Trustee Hogan questioned whether or not the library needs to hire someone to oversee the construction. Director Litjens explained that Park East will be overseeing the construction.
 - C. Director's report: Director Litjens reported the following: The bench was delivered. A plaque will be ordered. We will need to freshen up the Montauk Highway sign. Inter-Library loan delivery is going from four to five day delivery. Director Litjens was interviewed for an article in the Tide regarding the new café. Members of the public are needing to be reminded to wear their masks properly. Director Litjens and Bob Chesnut attended a T-Mobile meeting regarding hotspot lending. T-Mobile will charge \$28 per month per hotspot. After researching, another company was found that will charge \$10 per month per hotspot. The Library will use the less expensive company. Patrons will be able to borrow a hotspot just as you would a book. Resuming in person programming as of May 4th. Starting with exercise classes under the tent. Director Litjens opened a library Tik Tok account. The first video when viral with 17,000 views. The Library was approached by the Town of Southampton animal shelter. They want to offer low cost vaccination, spay, neutering and other services in the library parking lot. They have a van that would park at the library one day a month. The Town of Brookhaven shredding day will be June 12th. Helping Makes You Happy will take our donated eye glasses and supply one of the other charities they work with. We continue to work to achieve our Libraries Nourish certification. Something to think about: Would the library like to participate in a program sponsored by Stony Brook where a Registered Nurse will come and do basic screenings for patrons? This is called the Healthy Libraries initiative.
 - D. Additional reports: None
- VII. Old Business
 - A. Cafe: The temporary door will be installed in Teen Dept. soon. A tree will need to be relocated. There will be some demo occurring in the community room.
 - B. Computer/Stack Rotation: We would like to have the most stacks possible with adequate computer room space. A new layout was reviewed. Reviewed decisions that will need to be made about the space.
 - C. Oil/Gas Conversion: Moving forward with the conversion.
- VIII. Executive Session
 - A. Motion by C. Buff, seconded by C. Hogan, to enter into Executive Session at 8:00 p.m. to discuss a personnel matter, all in favor.
 - B. Motion by C. Buff, seconded by C. Hogan to resume Regular Session at 8:04 p.m., all in favor.
- IX. Period of Public Expression - None
- X. New Business.
 - A. Motion by C. Buff, seconded by C. Hogan, to transfer \$100,000 from People's Checking to Payroll Account, all in favor.

- B. Motion by C. Buff, seconded by C. Hogan, to accept bid from BAR-BOY in the amount of \$52,300 for equipment, all in favor.
- C. Motion by C. Buff, seconded by C. Hogan, to amend Employee Handbook adding Temporary Employment clause, all in favor.
- D. Motion by C. Buff, second by C. Hogan, to amend Employee Handbook regarding FMLA, all in favor.
- E. Motion by C. Hogan, second by C. Hogan, to reclassify Civil Service title for Caitlin Sprague from Librarian I to Librarian I (Children's Services), all in favor.

XI. Date and time of the next meeting of the Trustees: Monday, May 17, 2021 at 7:00pm.

XII. There being no further business, tonight's meeting was adjourned at 8:06 p.m. on a motion made by C. Buff, seconded by C. Hogan, all in favor.

Respectfully submitted,



Jacqueline Franke
Secretary to the Board