

**MINUTES OF THE CMFPL TRUSTEES MEETING  
HELD BY VIDEO CONFERENCE ON MONDAY, APRIL 20<sup>th</sup>, 2020**

- I. The meeting was called to order by President Virginia Tyson (Audio) at 7:01 p.m. Also present were: Jacques LeBlanc (Video), Christine Buff (Video), Deborah Cannarelli (Video), Colleen Hogan (Video), Marcie Litjens (Video), Bob Chesnut (Video), Jacqueline Franke (Video).
- II. Agenda was approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- III. Minutes of the April 6, 2020 meeting were approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- IV. Period of Public Expression – None
- V. Financial Report – April
  - A. Operating Account Warrant #10 \$
  - B. Operating Account Warrant #10A \$
  - C. Payroll Account Warrant #10B \$
  - D. Capital Projects Fund Warrant #10 \$
 were approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- VI. Reports.
  - A. President's report: The Library staff is doing a great job.
  - B. Trustees' reports: Trustee Cannarelli mentioned that books were piling up outside the library. Director Litjens explained that those were donations and she took care of them.
  - C. Director's report: Director Litjens reported the following: The Governor has extended the stay at home Executive Order until May 15<sup>th</sup> for all non-essential businesses. After meeting with the librarians, phone hours have been extended. They are now 10am until 4pm, chat will be available 4pm until 7pm and email is available 24/7. A special edition of the newsletter recently went out. It was well received. At this time the plan is to have a single edition June newsletter that will be accurate and up to date. The seed library is going strong. Over 100 people have requested seeds so far. All staff are engaging in continuing education classes. New library card requests are averaging 30 per day. This is higher than when the library is open. Kevin Verbesey met with library directors. Online check out for e-books has gone up 40%. A report from Flipster and Hoopla shows that use has increased. Online tutoring has decreased. Online programming is very successful. Kidnastics had 75 children show up for class. The adult and teen programs are going well too. There will be no in-house programming for May and June. We are in the process of preparing to re-open once the Governor gives the ok. Looking into how to sanitize books. Looking into a UV light HVAC system for air sanitization. Looking into a microban for treatment of door handles. Sneeze guards have been ordered. Hand sanitizer and masks have been ordered. Drafting a letter to be used in the event that an employee is diagnosed once we open. SCLS put together a book box and they send out books to patrons who request them. Still waiting to hear from the Governor regarding a date for the Trustee vote. Trustee LeBlanc had questions about the Trustee vote. Discussion ensued. Director Litjens assured the Board that as soon as she has information from the state the Board will meet to discuss. The library received a letter from the Estate of Barbara Brown with an additional check in the amount of \$2957.26. It was a beautiful gesture and the Board is extremely appreciative.
  - D. Additional reports: Bob Chesnut gave the following technology update: There is a new wireless access point in the parking lot which has already been used by some patrons. We have received eight (8) new cameras. We are hoping to have them installed before the library reopens. Our phone system is out of date. We have a plan to replace the phone system before we re-open as well. Hoopla (Audio) and Canopy (Movies) use is up 60%.
- VII. Old Business
  - A. Budget: The 2020-2021 Budget will be the same appropriation as the 2019-2020 Budget.
  - B. Café Project: We received a copy of the lease. It has been approved by attorneys from both sides. Once the Board approves, Director Litjens will be able to sign the lease.
- VIII. Period of Public Expression - None
- IX. New Business.
  - A. Motion by C. Buff, seconded by C. Hogan, to transfer \$150,000 from People's Checking to Payroll Account, all in favor.
  - B. Motion by C. Buff, seconded by C. Hogan, to remain closed in accordance with the Governor's Executive Order until May 15<sup>th</sup> with all staff working remotely, all in favor.
  - C. Motion by C. Buff, seconded by C. Hogan, to sign lease for the café with Hampton Coffee Company, all in favor.
- X. Date and time of the next meeting of the Trustees: Monday, May 18, 2020 at 7:00pm.

XI. There being no further business, tonight's meeting was adjourned at 7:32 p.m. on a motion made by C. Buff, seconded by C. Hogan, all in favor.

Respectfully submitted,

*Jacqueline Franke*

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Secretary to the Board

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