

**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, AUGUST 17th, 2020**

- I. The meeting was called to order by President Virginia Tyson at 7:05 p.m. Also present were: Jacques LeBlanc, Christine Buff (arrived at 7:10pm), 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 July 20, 2020 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 – August
- | | |
|-------------------------------------|--------------|
| A. Operating Account Warrant #2 | \$ 46,645.93 |
| B. Operating Account Warrant #2A | \$ 6,706.54 |
| C. Payroll Account Warrant #2B | \$200,275.47 |
| D. Capital Projects Fund Warrant #2 | \$.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 reported the following: Petitions for Library Trustee were due by 5pm on August 17, 2020. Jacques LeBlanc is the only candidate running for the Board. The 2020 Library budget was reviewed. The most recent tropical storm caused damage to the property. No one was hurt. A tree specialist will be coming in to estimate the work that needs to be completed. Our Landscaper sold the business so we have a new landscaper. Still having a problem getting quotes for the elevator repair. Waiting to hear back from the lawyer. The wall around the HVAC is crumbling. Need to come up with a plan for the repair. If there is a desire to switch to natural gas, now is the time to do it before the repair is made to the wall. The Board asked for quote for natural gas. The volume of patrons coming to the library has increased. There was a day where we hit our maximum number of people allowed in the library at one time. Director Litjens recommended that the Board increase the amount of patrons allowed in the library at one time to 30. The Board agreed. SCLS library comparison report was reviewed. Friends of the library had another book sale. They netted \$300. SCLS has a bus called the Sled. It will be coming to the library to encourage people to fill out the census. A local Girl Scout has asked if the library would allow her to complete her Gold Award through a project. She gave two suggestions. The Board chose to have her create a Little Free Library for the Friends of the Library to maintain.
- D. Additional reports: None
- VII. Old Business
- A. Café: The Board reviewed the new design. After much discussion it was determined that the Board is not in agreement with the new design. Park East will be hired for the construction. The contract will be reviewed by the lawyer.
- B. Employee Handbook: The Board reviewed the recommended revisions to the employee handbook. The sick leave section will be revised at a later date.
- 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 hire Custodial Worker I, Carrie Young effective 7/31/20 at \$19/hr, all in favor.
- C. Motion by C. Buff, seconded by C. Hogan, to accept the employee handbook revisions as reviewed, all in favor.
- X. Date and time of the next meeting of the Trustees: Monday, September 21, 2020 at 7:00pm.
- XI. There being no further business, tonight's meeting was adjourned at 8:08pm on a motion made by C. Buff, seconded by C. Hogan, all in favor.

Respectfully submitted,

Jacqueline Franke
Secretary to the Board