


**MINUTES OF THE CMFPL TRUSTEES MEETING  
HELD AT THE LIBRARY ON TUESDAY, AUGUST 21, 2017**

- I. The meeting was called to order by President Virginia Tyson at 7pm. Also present were Jacques LeBlanc, Vera Trick, Marcie Litjens, and Bob Chesnut.
- II. Agenda was approved on a motion made by J. LeBlanc, seconded by V. Trick.
- III. Minutes of the last meeting were approved on a motion made by J. LeBlanc, seconded by V. Trick.
- IV. Financial Report
 

A. Operating Account Warrant #2	\$81,499.32
B. Operating Account Warrant #2A	\$7,410.46
C. Payroll Account Warrant #2B	\$127,843.99

 were approved on a motion made by J. LeBlanc, seconded by V. Trick.
- V. Reports
  - A. President's & Trustees' Reports: No new reports.
  - B. Director's Report: Spoke about fraud check \$19,153.12 from Capital One Bank. Past employee is looking for unemployment insurance from the Library, even though she resigned. Received contract monies from SCLS and they were \$196,000 over anticipated revenue. Marcie to work with staff in regards to safety procedures. Edwards & Co.: Insurance policy about to expire; Marcie met with Joe Price in regards to new insurance policy. Kevin Seaman said we fall under Federal guidelines for minimum wage – not NY State. Laser Alarm: All in order; panic buttons were ordered; under \$900. Evan Goldstein and family would like to give \$10,000 in Dee's name and the 1KBK collection will be expanded and renamed in her memory.
- VI. Old Business
  - A. BBS Architects firm coming in sometime in September; \$2,500 for evaluation which included 10 copies of documents to share with Trustees.
  - B. Working on a plan for paid maternity leave; further discussion needed.
  - C. New York Library Association conference: Two people to attend at \$1,000 each. Motion to approve made by J. LeBlanc, seconded by V. Trick.
  - D. Art Exhibit: Staying the same; Marcie to change guideline regarding late pick ups.
  - E. Technology Plan: Bob is replacing Dell servers; sticking mainly to the objectives for this plan; switching over to newer wiring; pulling cables and wires; overhauling the Wi-Fi; extending security cameras for coverage inside and out. Bob to look into new projector for Community Room and iPods for Children's Department. Bob to let us know what he thinks we will need so we can budget.
- VII. New Business
  - A. Motion to hire part-time Children's Librarians I, Marisa Knoth and Kerri Williams, at \$24/hr, made by V. Trick, seconded by J. LeBlanc.
  - B. Motion to hire part-time page, Jessica Endres, at \$10/hr, made by J. LeBlanc, seconded by V. Trick.
  - C. Motion to accept resignation of security guard Sean Brocking, made by J. LeBlanc, seconded by V. Trick.
  - D. Motion to transfer \$75,000 from Money Market to Payroll Account, made by V. Trick, seconded by J. LeBlanc.
  - E. Motion to transfer \$3,000,000 to People's United Bank to open new accounts, made by J. LeBlanc, seconded by V. Trick.
- VIII. Date and time of next meeting: Monday, September 18, 2017 at 7pm.
- IX. There being no further business, tonight's meeting was adjourned at 8pm on a motion made by V. Trick, seconded by J. LeBlanc.

Respectfully submitted,



Vera Trick  
Acting Secretary