

**MINUTES OF THE CMFPL TRUSTEES MEETING  
HELD AT THE LIBRARY ON MONDAY, AUGUST 27<sup>th</sup>, 2018**

- I. The meeting was called to order by President Virginia Tyson at 7:00pm. Also present were: Jacques LeBlanc, Christine Buff, Colleen Hogan, Marcie Litjens, Bob Chesnut, Jacqueline Franke. Absent was: Deborah Cannarelli
- II. Agenda was approved on a motion made by J. LeBlanc, seconded by C. Buff, all in favor.
- III. Minutes of the July Regular meeting were approved on a motion made by C. Buff, seconded by J. LeBlanc, all in favor.
- IV. Financial Report
  - A. Operating Account Warrant #2                      \$155,574.70
  - B. Operating Account Warrant #2A                      \$8,779.30
  - C. Payroll Account Warrant #2B                      \$138,196.02
 were approved on a motion made by J. LeBlanc, seconded by C.Hogan, all in favor.
- V. Reports.
  - A. President's report: President Tyson reported that employee Diane Herndon has requested a meeting with the Board of Trustees.
  - B. Trustees' reports: Trustee Buff reported that Library Day at Ducks stadium was awesome. A good time was had by all. Vice President LeBlanc spoke about Port Washington's remodel of their children's library and discussed the article from Newsday.

Motion by J. LeBlanc, seconded by C. Buff, to enter into Executive Session at 7:10pm to discuss personnel matters of a particular person, all in favor.

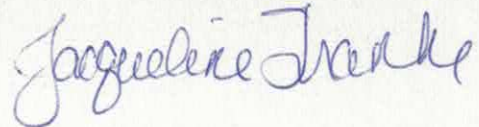
Motion by J. LeBlanc, seconded by C. Hogan, to adjourn Executive Session and resume Regular Session at 7:40pm, all in favor.

  - C. Director's report: Director Litjens shared the following: We received \$2,528,634 from SCLS non resident contract fees. This was a bit lower than last year. Expected Operating Receipts from Non resident fees for the 2018-2019 year were budgeted to be \$2,410,000. There is a conference on November 13<sup>th</sup> at Suffolk Cooperative Library System at 6:30pm. All trustees are invited to attend. The SED Board of Regents directives should be implemented by 2021. The bi-laws are reviewed every five years and the policies and procedures must be available in print and on line. We may need a web development company. The Friends of the Library will be paying for the printing of a welcome brochure for the library. It should be ready and printed for patron appreciation week. Director Litjens attended an informational meeting about county-wide shared services. The library can join this collaborative at no cost and no obligation if the Board is interested. Director Litjens recommends the following changes to board policies: Leave without pay can go beyond three (3) days with a doctor's note, clarification of paid holidays and non-paid holidays, allow full time employees to get their vacation time at the beginning of the year, specify CMFPL cardholders only in the Proctoring policy. The state will soon be providing the wording for the sexual harassment policy. The LED project is complete. After the PSEG rebate the cost for conversion was \$2800, and projected savings will be approximately \$5000 every year. The meditation garden has new signs put up by the church to keep out trespassers. Our insurance agent, Joe Price, is combining with Cook, Maran, and Associates, a division of Prime Risk Partners. Director Litjens asked the trustees to look over the Tutoring policy in order to familiarize themselves with it. The trustees discussed ways to provide more privacy to the students being tutored. Director Litjens reviewed master planning drawings received from Tracy, made some comments and sent back to Tracy. President Tyson and Vice President LeBlanc requested to see the original drawings and the comments. Director Litjens recommends hiring a structural engineer to help determine what is possible regarding redesigning the library space. Director Litjens is still interviewing for librarians.
  - D. Additional reports: Mr. Chesnut shared the following: A patron sent a note expressing her appreciation of the library.
- VI. Old Business.
  - A. Approval was received from the State Education Department for the Window Replacement project. A legal notice will be going in the paper for bidders. The bid opening will be on September 26, 2018 at 10am. The winning bid will then come in and take measurements and it will be sent out for fabrication, with an estimated install time frame of March 2019.
- VII. New Business.
  - A. Motion by C. Buff, seconded by C. Hogan, to transfer \$150,000 form People's Checking to Payroll Account, all in favor.
  - B. Motion by J. LeBlanc, seconded by C. Buff, to accept resignations of Michael Urban (Page), Julia Meehan (Page), and Christopher Byrnes (Page), all in favor.
  - C. Motion by J. LeBlanc, seconded by C. Buff, to hire Spencer Burns (Page), Sabrina DeStefano (Page), and Tyler Knowles (Page) at \$11.00 per hour, all in favor.
  - D. Motion by C. Buff, seconded by C. Hogan, to hire Daniel Keesan (Security Guard) at \$20.50 per hour, all in favor.
  - E. Motion by J. LeBlanc, seconded by C. Buff, to raise Robert Chesnut's hourly wage from \$41.01 to 41.83 to reflect promotion to Librarian III (retroactive July 26, 2018.)



- F. Motion by C. Buff, seconded by C. Hogan, to hire Reilly Tarantino Engineering at \$3500 for structural consulting and evaluation to evaluate the existing floor framing to determine if it can support the proposed construction loading required for Mezzanine/2<sup>nd</sup> story, all in favor.
- G. Motion by J. LeBlanc, seconded by C. Buff, to approve the legal notice for the Window Replacement project to be printed in the Southampton Press (Western Edition) and the Long Island Advance, all in favor.
- H. Motion by C. Hogan, seconded by C. Buff, to amend policy manual to permit more than three (3) days leave without pay with a signed doctors note, all in favor.
- I. Motion by J. LeBlanc, seconded by C. Buff, to amend policy manual clarifying paid holidays and non-paid holidays, all in favor.
- J. Motion by J. LeBlanc, seconded by C. Hogan, to amend policy manual allowing full time employees to receive their vacation time at the beginning of the year rather than quarterly, beginning January 1, 2019, all in favor.
- K. Motion by C. Buff, seconded by C. Hogan, to amend Proctoring policy to specify CMFPL cardholders, all in favor.
- VIII. Date and time of the next regular meeting of the Trustees: Monday, September 17<sup>th</sup>, 2018 at 7:00pm,
- IX. There being no further business, tonight's meeting was adjourned at 8:30pm on a motion made by C. Buff, seconded by C. Hogan, all in favor.

Respectfully submitted,



Jacqueline Franke  
Secretary to the Board