

**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, DECEMBER 14th, 2020**

- I. The meeting was called to order by President Virginia Tyson at 7:00 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 November 23, 2020 meeting was approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- IV. Period of Public Expression – None
- V. Financial Report – December

A. Operating Account Warrant #6	\$ 97,559.22
B. Operating Account Warrant #6A	\$ 4,942.82
C. Payroll Account Warrant #6B	\$.00
D. Capital Projects Fund Warrant #6	\$ 803.97

were approved on a motion made by C. Buff, 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: Former employee, Carl Hyland, passed away. The Social Work intern is working remotely. The Librarian Intern has completed a project for the Long Island Collection. The Friends of the Library bus trips are still on hold. They have begun taking donations again. Al Coster will be coming in to present the financials to the Board. The Workman's Compensation Audit is complete. The New York State Local Retirement System is auditing the Library. Payroll certification has been submitted to Civil Service. We had an overwhelming response to Toys for Tots this year. The Library is required to have a Public Health Emergency Plan. Once created the Board will need to review. Director Litjens is working on the 2021 Budget and the Board will need to approve dates for the Budget Hearing and Budget Vote.
 - D. Additional reports: Mr. Chesnut reported that AARP will not be offering tax services this year. The Library is looking into alternatives. The Library currently offers several e-book platforms. The platforms are in the process of being condensed. There will be no loss of content to patrons. Condensing makes usage simpler for patrons.
- VII. Old Business
 - A. Café: Joe Redding, from BBS, will be personally overseeing the café project. Mr. Rettig gave an overview of the status of the project.
 - B. Computer KI System: Joe Retting, from BBS, gave an overview of the status of the KI System.
- 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 accept retirement of Library Clerk, Lisa Schneider effective 12/30/2020, all in favor.
 - C. Motion by C. Buff, seconded by C. Hogan, to set Budget Vote date to April 13, 2021 hours 10am-8pm, all in favor.
 - D. Motion by C. Buff, seconded by C. Hogan, to set Budget Hearing date to Monday, April 5, 2021 at 7pm, all in favor.
 - E. Motion by C. Buff, seconded by C. Hogan, to approve the 2021-2025 Long Range Plan, all in favor.
 - F. Motion by C. Buff, seconded by C. Hogan, to transfer \$150,000 from interest checking to operating checking, all in favor.
- XI. Date and time of next meeting: Monday, January 25, 2021 at 7:00 p.m. in the Children's Activity Room.
- XII. There being no further business, tonight's meeting was adjourned at 8:05 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