

**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, DECEMBER 17th, 2018**

- I. The meeting was called to order by President Virginia Tyson at 7:00pm. Also present were: Jacques LeBlanc, Christine Buff, Marcie Litjens, Bob Chesnut, Jacqueline Franke. Absent were Deborah Cannarelli, Colleen Hogan.
- II. Agenda was approved on a motion made by J. LeBlanc, seconded by C. Buff, all in favor.
- III. Minutes of the November Regular meeting were approved on a motion made by J. LeBlanc, seconded by C. Buff, all in favor.
- IV. Period of Public Expression - None
- V. Financial Report – Due to a problem with the accounting software the warrants were not completed in time for the meeting.
- VI. Reports.
 - A. President's report: President Tyson shared that she and Vice President LeBlanc met with Tracy and discussed the construction plans. She will be drawing up new options.
 - B. Trustees' reports: None
 - C. Director's report: Director Litjens shared the following: The board is able to hire Kerri Williams. Different issues at the library were discussed. The sexual harassment training is going well. The state report will be out to complete soon. Advocacy day for New York State libraries will be in February. Program attendance in the children's department continues to increase. The teen's department has a core group of kids that continue to come in. They will be getting a new arcade system. The laptops are being used on a consistent basis. A representative from SCLS came to talk to Jessica and key staff members about Music in Memory program. Reminder that the library offers the service of sending faxes, not receiving faxes. Director Litjens and Mr. Chesnut will be meeting with a website development company to see what they have to offer. East End Graphics would like to offer their services for free to create a library logo. The facilities assessment was reviewed by Director Litjens. Many items have been accomplished. An estimate was received for the dehumidification system. There are space issues with regard to private tutoring. Helping Makes You Happy offered to work in conjunction with the library to help with the tutoring demand.
 - D. Additional reports: None
- VII. Old Business.
 - A. Window Replacement Project: There will be an owners meeting between Park East, Arrow Steel, BBS and the Library this week.
 - B. Budget Vote Date: The Board has chosen April 9, 2019 as the date for the budget vote.
 - C. Quiet Study Rooms: Director Litjens met with a representative from K.I. There are drawings to be reviewed. Director Litjens will get some prices to share with the Board. She also met with the shelving company to get pricing from them.
 - D. Outside Lighting: The Project is complete.
- VIII. New Business.
 - A. Motion by J. LeBlanc, seconded by C. Buff, to transfer \$150,000 from People's Checking to Payroll Account, all in favor.
 - B. Motion by C. Buff, seconded by J. LeBlanc, to transfer \$100,000 from People's Checking to Operating Account, all in favor.
 - C. Motion by C. Buff, seconded by J. LeBlanc, to hire Kerri Williams as Full Time Librarian I (CS), effective 12/30/18 at \$24.72/hr., 40 hours per week, all in favor.
 - D. Motion by J. LeBlanc, seconded by C. Buff, to add FMLA to handbook, all in favor.
 - E. Motion by C. Buff, seconded by J. LeBlanc, to fund BNB Petty Cash account in the amount of \$500.00, all in favor.
 - F. Motion by C. Buff, seconded by J. LeBlanc, to set Budget Vote date on April 9, 2019 and Budget Hearing on April 1, 2019, all in favor.
- IX. Date and time of the next regular meeting of the Trustees: Monday, January 28th, 2019 at 7:00pm,
- X. There being no further business, tonight's meeting was adjourned at 8:03pm on a motion made by C. Buff, seconded by J. LeBlanc, all in favor.

Respectfully submitted,

Jacqueline Franke
Secretary to the Board