

**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, FEBRUARY 24th, 2020**

- I. The meeting was called to order by President Virginia Tyson at 7:00 p.m. Also present were: Jacques LeBlanc, Christine Buff, Marcie Litjens, Bob Chesnut, Jacqueline Franke. Absent was Deborah Cannarelli, Colleen Hogan
- II. Agenda was approved on a motion made by C. Buff, seconded by J. LeBlanc, all in favor.
- III. Minutes of the January meeting were approved on a motion made by C. Buff, seconded by J. LeBlanc, all in favor.
- IV. Period of Public Expression – None
- V. Financial Report - February
- | | |
|-------------------------------------|--------------|
| A. Operating Account Warrant #7 | \$ 94,439.38 |
| B. Operating Account Warrant #7A | \$ 4,742.01 |
| C. Payroll Account Warrant #7B | \$170,212.64 |
| D. Capital Projects Fund Warrant #7 | \$.00 |
- were approved on a motion made by C. Buff, seconded by J. LeBlanc, all in favor.
- VI. Reports.
- A. President's report: None
- B. Trustees' reports: None
- C. Director's report: Director Litjens reported the following: The audit has been emailed. Al Coster can come in March to review. Some trustees had questions regarding fidelity investments and deferred compensation. Discussion ensued. If the Board needs any supplies let Director Litjens know. The Grand Order will be donating \$500 toward the Donnelly scholarship. The teen department will begin circulating bags of games to be taken out. Shelving is being added to the children's department. The state report should be ready next month. Circulation has increase for the Library of Things due to the location change. The following will be added: travel adapter, air compressor, vehicle code reader, Atari flashback. There are compliance issues regarding the 2011 fire sprinkler system. Working on rectifying the situation. A former employee has recommended a student for an internship. The person will start in the fall. Director Litjens addresses some patron issues. SCLS has purchased an RV that showcases innovative library services. The website is up and running and four employees have been trained to update it. The seed library is back. A cabinet on wheels has been ordered to store the seeds. The new director from Camp Paquatuck plans to have the summer volunteers sign up for library cards. Trustee LeBlanc will be having his art reception on March 29th from 2:00 p.m until 3:30 p.m. The attorney is looking over the policy regarding how we accept/select programs. Some changes need to be made to the employee handbook. Director Litjens asked the Board to review the recommended changes.
- D. Additional reports: None
- VII. Old Business.
- A. Café Project: All is moving forward.
- B. Church Property: The appraisal should be in by the end of the week.
- C. Budget: Director Litjens reviewed the proposed budget with the Board.
- VIII. Period of Public Expression - None
- IX. New Business.
- A. Motion by C. Buff, seconded by J. LeBlanc, to transfer \$150,000 from People's Checking to Payroll Account, all in favor.
- B. Motion by C. Buff, seconded by J. LeBlanc, to accept the resignation of Library Page Jillian Corkery on 2/2/2020, all in favor.
- C. Motion by C. Buff, seconded by J. LeBlanc, to approve Robert Chesnut to attend a Computers in Libraries conference from March 31, 2020 to April 2, 2020 in Arlington VA, all in favor.
- D. Motion by C. Buff, seconded by J. LeBlanc, to approve additional \$125,000 funding for the Capital Café Project from Committed Building Improvements bringing total to \$975,000.
- X. Date and time of the next regular meeting of the Trustees: Monday, March 16th, 2020 at 7:00pm.
- XI. There being no further business, tonight's meeting was adjourned at 8:20 p.m. on a motion made by C. Buff, seconded by J. LeBlanc, all in favor.

Respectfully submitted,

Jacqueline Franke

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Secretary to the Board