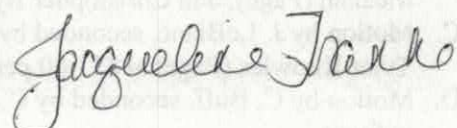


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**MINUTES OF THE CMFPL TRUSTEES MEETING  
HELD AT THE LIBRARY ON MONDAY, JULY 16<sup>th</sup>, 2018**

- I. The meeting was called to order by President Virginia Tyson at 7:05pm. Also present were: Jacques LeBlanc, Deborah Cannarelli, Colleen Hogan, Marcie Litjens, Bob Chesnut, Jacqueline Franke. Absent was: Christine Buff
- II. Agenda was approved on a motion made by C. Hogan, seconded by D. Cannarelli, all in favor.
- III. Minutes of the July Reorganization meeting were approved on a motion made by J. LeBlanc, seconded by C. Hogan, all in favor.
- IV. Financial Report
  - A. Operating Account Warrant #12-1 \$25,947.32
  - B. Operating Account Warrant #1 \$21,166.50
  - C. Payroll Account Warrant #1B \$131,195.32were approved on a motion made by C. Hogan, seconded by J. LeBlanc, all in favor.
- V. Reports.
  - A. President's report: President Tyson reported that all is running smoothly. She asked about the patch in the wall. Director Litjens explained that she was unhappy with the previous work and had asked that the repair be done again.
  - B. Trustees' reports: Trustee Cannarelli shared that Bridgehampton Bank would like the Library to consider banking with them. Director Litjens explained that the library is in the process of moving over accounts with them. Trustee Cannarelli inquired if the library is a member of the Chamber of Commerce. Director Litjens confirmed that the library is a member of the Chamber of Commerce.
  - C. Director's report: Director Litjens shared the following: The new wooden doors have been installed and now all doors are uniformed. The LED light project started July 16<sup>th</sup>. The library has received three painting estimates for steel work and we are waiting for two more estimates. The electrician has installed new lights for the new sign. A patron spoke with Director Litjens and shared her gratitude for the help she received from Mr. Chesnut. A patron spoke with Director Litjens, complementing the entire library staff. One of the sprinkler couplings is not working properly. Director Litjens is in the process of finding someone to fix it. Director Litjens is almost done having Mr. Chesnut approved as a Civil Service Librarian, level III. Kevin Verbesey will be tentatively scheduled to come in on October 22, 2018. August 25, 2018 will be Library day at the Long Island Ducks.
  - D. Additional reports: Mr. Chesnut shared the following: The bookshelf near the computers has been removed. Network upgrades have been done. The computers are being upgraded. There will be touchscreen catalogues. There will be a digital display case for the passport station. Hoopla is a new program on the website. We have 19 people so far using Hoopla.
- VI. Old Business.
  - A. Workshop- During this week and next week the library staff will be participating in an active shooter workshop.
  - B. Sexual Harassment – Informational videos will be shown to the staff regarding sexual harassment in the workplace. These videos meet the New York State Workplace Sexual Harassment training requirements. This is not an optional training.
  - C. Passports are going well. We are making about 10-12 per week. We are in the process of scheduling interviews for Librarian Trainee/Librarian I position.
- VII. New Business.
  - A. Motion by J. LeBlanc, seconded by C. Hogan, to send two (2) Librarians to the NYLA conference in November 2018, (date to be determined), approving a maximum of \$1000 per Librarian, all in favor.
  - B. Motion by J. LeBlanc, seconded by C. Hogan, to transfer \$150,000 from People's Checking to Payroll Account, all in favor.
  - C. Motion by J. LeBlanc, seconded by C. Hogan, to accept the resignation of Nykel Reese, (Security Guard), all in favor.
- VIII. Date and time of the next regular meeting of the Trustees: Monday, August 27<sup>th</sup>, 2018 at 7:00pm,
- IX. There being no further business, tonight's meeting was adjourned at 7:45pm on a motion made by J. LeBlanc, seconded by C. Hogan, all in favor.

Respectfully submitted,



Jacqueline Franke  
Secretary to the Board