

**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, JUNE 15th, 2020**

- I. The meeting was called to order by President Virginia Tyson at 7:05 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 May 18, 2020 meeting were approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- IV. Period of Public Expression – None
- V. Financial Report – May

A. Operating Account Warrant #11	\$151,485.53
B. Operating Account Warrant #11A	\$ 7,813.95
C. Payroll Account Warrant #11B	\$137,760.34
D. Capital Projects Fund Warrant #11	\$ 557.00

were approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.

Financial Report – June

E. Operating Account Warrant #12	\$ 74,746.59
F. Operating Account Warrant #12A	\$.00
G. Payroll Account Warrant #12B	\$136,608.23

were approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- VI. Reports.
 - A. President's report: Staff is doing a great job serving the community. They are going above and beyond. Director Litjens is doing well adjusting to all of the changes on a daily basis.
 - B. Trustees' reports: Trustee LeBlanc voiced his opinion regarding format of virtual board meetings.
 - C. Director's report: Director Litjens reported the following: I am very proud of the staff and the amazing team work they have showed during this difficult time. Library card renewals for contract patrons will take place in July. We are working on our communication with the public. Bob has set up print from home capability. A patron can send something to print from their home to the library and it will be brought out to them curbside. Normal printing fees. E-books and seed library are still doing well. The staff is adjusting well. Town recycling event went well. The new lockers are all being used. Curbside service is very simple to use. Hours are Monday through Friday 11am to 7pm and Saturday 11am – 4pm. Sundays the library will remain closed. He sneeze guards, HVAC and touchless faucets will all be delivered this week. The dishwasher and antimicrobial keyboards have been delivered. We are allowed up to 50% capacity once we reopen. Security will be at the door to ensure compliance. Director Litjens discussed the opening and how it will look. BBS paperwork is still at SED. Director Litjens discussed the bid process. The trustees asked that she keep on top of BBS. The new phone systems have been installed. The staff is still learning how to use them.
 - D. Additional reports: None
- VII. Old Business
 - A. Library Closure: The library will remain closed on Sundays.
 - B. Lockers: The lockers are all being used.
 - C. Curbside Service: Curbside service is being used.
- 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 approve credit card policy, all in favor.
 - C. Motion by C. Buff, seconded by C. Hogan, to open bank account at BNB bank in the amount of \$500 for credit card transactions, all in favor.
 - D. Motion by C. Buff, seconded by C. Hogan, to approve safety plan, all in favor.
 - E. Motion by C. Buff, second by C. Hogan, to approve installation of HVAC system, all in favor.
- X. Director Litjens took the Board on a tour of the Library pointing out the changes made due to the re-opening requirements.
- XI. Date and time of the Reorganization meeting: Monday, July 6, 2020 at 7:00pm.
Date and time of the next meeting of the Trustees: Monday, July 20, 2020 at 7:00pm.

XII. There being no further business, tonight's meeting was adjourned at 8:35pm on a motion made by C. Buff, seconded by C. Hogan, all in favor.

Respectfully submitted,

Jacqueline Franke

Jacqueline Franke
Secretary to the Board

MINUTES OF THE BOARD OF TRUSTEES
HELD AT THE LIBRARY ON MONDAY, JULY 20, 2020

The meeting called to order by President Virginia Tyson at 7:05 pm. Also present were Jacquelyn Johnson, Treasurer, and Board Members C. Hogan, C. Buff, and Jacqueline Franke.

Agenda was approved as presented by C. Buff, seconded by C. Hogan, all in favor.

Minutes of the Board meeting held on a motion made by C. Buff, seconded by C. Hogan, all in favor.

Period of Public Expression - None

Financial Report - May

A. Operating Account Warrant #11	2121 482.32
B. Operating Account Warrant #11A	2 231.92
C. Payroll Account Warrant #11B	2127 240.14
D. Capital Projects Fund Warrant #11	2 227.00

were approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.

Financial Report - June

E. Operating Account Warrant #12	2 24746.28
F. Operating Account Warrant #12A	2 50
G. Payroll Account Warrant #12B	2126 608.23

were approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.

Reports

A. President's report: Staff is doing a great job serving the community. They are going above and beyond. Director Johnson is doing well adjusting to all of the changes on a daily basis.

B. Treasurer's report: Trustee Johnson voiced an opinion regarding format of virtual board meetings.

C. Director's report: Director Johnson reported the following: I am very proud of the staff and the amazing team work they have showed during this difficult time. Library card renewals for contact patrons will take place in July. We are working on our communication with the public. Job has set up a patron hour capability. A patron can send something to post from their home to the library and it will be brought out to their curbside. Normal printing fees, E-books and web library are still doing well. The staff is adjusting well. Town meeting event went well. The new lockers are all being used. Curbside service is very simple to use. Hours are Monday through Friday 11am to 5pm and Saturday 11am to 4pm. Saturdays the library will remain closed. The smoke grills, HVAC and outside fans will all be delivered this week. The dumpster and anticipated repairs have been delivered. We are allowed up to 50% capacity when we reopen. Security will be in the door to ensure compliance. Director Johnson discussed the opening and how it will look. B&K paperwork is still in SRD. Director Johnson discussed the bid process. The trustees agreed that the help on top of B&K. The new phone system has been installed. The staff is still learning how to use them.

D. Additional reports: None

Old Business

A. Library Closure: The library will remain closed on Sunday.

B. Lockers: The lockers are all being used.

C. Curbside Service: Curbside service is being used.

Period of Public Expression - None

New Business

A. Motion by C. Buff, seconded by C. Hogan, to transfer \$130,000 from People's Checking to Payroll Account, all in favor.

B. Motion by C. Buff, seconded by C. Hogan, to approve credit card policy, all in favor.

C. Motion by C. Buff, seconded by C. Hogan, to open bank account at BNB bank in the amount of \$250 for credit card transactions, all in favor.

D. Motion by C. Buff, seconded by C. Hogan, to approve safety plan, all in favor.

E. Motion by C. Buff, seconded by C. Hogan, to approve installation of HVAC system, all in favor.

Director Johnson took the Board out of the library building for the changes made due to these opening requirements.

Date and time of the next meeting: Monday, July 20, 2020 at 7:00pm.

Date and time of the next meeting of the Trustee: Monday, July 20, 2020 at 7:00pm.