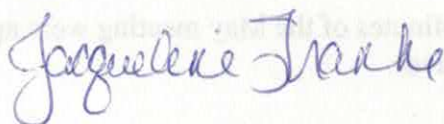


**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, JUNE 18th, 2018**

- I. The meeting was called to order by President Virginia Tyson at 7:10pm. Also present were: Jacques LeBlanc, Vera Trick, Colleen Hogan, Christine Buff, Debra Marcie Litjens, Debra Cannarelli, Bob Chesnut, Jacqueline Franke
- II. Agenda was approved on a motion made by V. Trick, seconded by J. LeBlanc, all in favor.
- III. Minutes of the May meeting were approved on a motion made by C. Buff, seconded by V. Trick, all in favor.
- IV. Financial Report
 - A. Operating Account Warrant #12 \$111,589.49
 - B. Operating Account Warrant #12A \$6,469.21
 - C. Payroll Account Warrant #12B \$133,940.53were approved on a motion made by J. LeBlanc, seconded by V. Trick, all in favor.
- V. Reports.
 - A. President's report: President Tyson spoke with Justin from Bay Gardens regarding greenery on the property. The sprinkler system has been installed. The lights will be installed in July. Director Litjens and Mr. Chesnut are looking at the budget to make sure we don't have a surplus at the end of the fiscal year. President Tyson introduced new library Trustee Debra Cannarelli.
 - B. Trustees' reports: None
 - C. Director's report: Director Litjens shared the following: Positive feedback was received regarding the new format for the newsletter. The library needs to have a sexual harassment policy and form in place by October 9, 2018. This will include training for all staff. The library is now circulating Ukuleles. We are purchasing additional museum passes. We have ordered new computers. New software was ordered to be used to print out the museum passes. We have had a good initial response for the summer reading club. The following repairs were completed this month: staff bathroom sink, air intake near back entrance, back of building painted, roof power-washed. There is now a maintenance schedule for the gutters, ducts, and sprinklers. The LED lights should be here soon. We obtained three estimates for painting, all of which include the use of their lift for the electrician. There is an active shooter workshop planned for the staff. This is an annual training. Staff evaluations are being done based on specific criteria. Employees are asked to give their input in the evaluation as well. Passport services began June 4th. There is a need to hire another Librarian to help with this new service.
 - D. Additional reports: None
- VI. Old Business.
 - A. BBS - All paperwork was sent to BBS for the windows. The oil tank is steel and its integrity was verified. Director Litjens suggested that the board wait on replacing the tank and converting to gas while discussing possible future construction.
 - B. Spanish Language Translation – Director Litjens used Google Translate to translate the children's portion of the newsletter and it worked well.
 - C. Handicapped Parking Signs – Director Litjens confirmed that the minimum height requirement for the handicapped signs is 60 inches high. The board will look into designing new posts to put the signs on.
- VII. New Business.
 - A. Motion by C. Buff, seconded by J. LeBlanc to approve Vulnerable Adult Policy, all in favor.
 - B. Motion by C. Buff, seconded by J. LeBlanc to transfer \$100,000 from People's Checking to Payroll Account, all in favor.
 - C. Motion by V. Trick, seconded by C. Hogan to promote Robert Chesnut to Librarian III, all in favor.
 - D. Motion by C. Hogan, seconded by V. Trick to accept resignation of Page David Timpone, all in favor.
 - E. Motion by V. Trick, seconded by C. Hogan to hire a part-time Librarian not to exceed 20 hours, all in favor.
- VIII. Date and time of the next meeting (Reorganizational) of the Trustees: Monday, July 2nd, 2018 at 7:00pm, Date and time of the next regular meeting of the Trustees: Monday, July 16th, 2018 at 7:00pm.

- IX. There being no further regular business, tonight's meeting was adjourned to Executive Session at 8:00pm on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- X. Motion by V. Trick, seconded by C. Hogan to approve salaries discussed in Executive Session, all in favor.
- XI. The Executive Session was adjourned at 8:15pm on a motion made by V. Trick, seconded by C. Buff, all in favor.

Respectfully submitted,



Jacqueline Franke
Secretary to the Board