

**MINUTES OF THE CMFPL TRUSTEES MEETING  
HELD AT THE LIBRARY ON MONDAY, JUNE 21<sup>st</sup>, 2021**

- I. The meeting was called to order by President Virginia Tyson at 7:03 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 17, 2021 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 – June
  - A. Operating Account Warrant #12 \$ 99,077.41
  - B. Operating Account Warrant #12A \$ 4,557.16
  - C. Payroll Account Warrant #12B \$122,869.26
  - D. Capital Projects Fund Warrant #12 \$ 52,208.99
  - E. Capital Projects Fund Warrant #12A \$ 12,315.00were approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- VI. Reports.
  - A. President's report: Shredding day was a success.
  - B. Trustees' reports: None
  - C. Director's report: Marcie Litjens reported the following: The Library had 288 people attend the shredding and e-waste event. The Friends of the Library hosted a pop-up book sale on the same day. They sold over \$500 worth of books. The summer reading club has started. Passport services will resume in July, minus the photo option. Meeting Room A is now available for patron use. Director Litjens attended a director's meeting with Kevin from SCLS and other contract member library Directors. It was decided that contract patron library cards will automatically renew this year.
  - D. Additional reports:
- VII. Old Business
  - A. Cafe: Construction is moving along well. Concrete should be poured at some point this week. Director Litjens met with Jason and spoke about signage. The Board discussed the library sign on Railroad Avenue. The Board reviewed design choices for the café. The Board discussed a change of placement for the electrical cabinet. A hydrant flow test was needed.
  - B. Computer/Stack Rotation: SED has the paperwork and we are in the Que.
  - C. Oil/Gas Conversion: SED has our paperwork and we are in the Que.
  - D. Masks/COVID-19: CDC says that only unvaccinated individuals need to wear masks. Staff are still wearing masks at work.
- 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 accept resignation of Library Clerk Dylan Jones effective 6/28/21, all in favor.
  - C. Motion by C. Buff, seconded by C. Hogan, to accept resignation of Security Guard Gina Croce effective 6/12/21, all in favor.
  - D. Motion by C. Buff, seconded by C. Hogan, to hire Library Page Kathleen Kelly at \$11/hr, all in favor.
  - E. Motion by C. Buff, seconded by C. Hogan, to voluntarily reduce hours of Senior Clerk Nadine Livoti from 40 to 35 effective 6/21/21, all in favor.
  - F. Motion by C. Buff, seconded by C. Hogan, to follow CDC guidance on masks for public, all in favor.
  - G. Motion by C. Buff, seconded by C. Hogan, to accept Mobile Hotspot Policy, all in favor:
- X. Date and time of the next meeting of the Trustees: Monday, July 19, 2021 at 7:00pm.  
Date and time of the Reorganization Meeting: Tuesday, July 6, 2021 at 7:00pm.
- XI. There being no further business, tonight's meeting was adjourned at 7:45 p.m. on a motion made by C. Buff, seconded by C. Hogan, all in favor.

Respectfully submitted,

*Jacqueline Franke*

Jacqueline Franke  
Secretary to the Board

THE CHIEF, TRUSTEES MEETING  
LIBRARY ON MONDAY, JUNE 21, 2021

The meeting was held at 7:00 pm. Also present were: Jacques Laflamme, Christine Bull, Deborah Caswell, Colleen Berger, Marnie Lipton, Bob Cloutier, Jacqueline Franke

Agenda was reviewed on a motion made by C. Bull, seconded by C. Hogan, all in favor.

Minutes of the May 17, 2021 meeting were approved on a motion made by C. Bull, seconded by C. Hogan, all in favor.

Period of Public Expression - None

Financial Report - None

A. Operating Account Warrant #12 \$ 2,99,073.44  
B. Operating Account Warrant #13A \$ 1,327.16  
C. Payroll Account Warrant #13B \$127,884.24  
D. Capital Project Fund Warrant #12 \$ 22,208.99  
E. Capital Project Fund Warrant #13A \$ 12,112.00  
were approved on a motion made by C. Bull, seconded by C. Hogan, all in favor.

Reports

A. President's report: Bidding day was a success.

B. Trustee's report: None

C. Director's report: Marnie Lipton reported the following: The Library had 288 people attend the wedding and a waste event. The Friends of the Library hosted a pop-up book sale on the same day. They sold over \$500 worth of books. The summer reading club has started. Passport services will resume in July minus the photo option. Meeting Room A is now available for patron use. Director Lipton attended a trustee's meeting with Kevyn from BCLC and other contact member library Director. It was decided that contact patron library cards will automatically renew this year.

D. Additional reports

Old Business

A. Café: Construction is moving along well. Concrete should be poured at some point this week. Trustee Lipton met with Jason and spoke about signage. The Board discussed the library sign on Railroad Avenue. The Board reviewed design choices for the café. The Board discussed a change of placement for the electrical cabinet. A layout floor plan was needed.

B. Computer/Stock Rotation: SED has the paperwork and we are in the Gun.

C. Wigan Conversion: SED has our paperwork and we are in the Gun.

D. Mask/COVID-19: CDC says that only unvaccinated individuals need to wear masks. Staff are still wearing masks at work.

Period of Public Expression - None

New Business

A. Motion by C. Bull, seconded by C. Hogan, to transfer \$150,000 to People's Checking to Payroll Account, all in favor.  
B. Motion by C. Bull, seconded by C. Hogan, to accept resignation of Library Clerk Dylan Jones effective 6/28/21, all in favor.  
C. Motion by C. Bull, seconded by C. Hogan, to accept resignation of Security Guard Gina Cross effective 6/28/21, all in favor.  
D. Motion by C. Bull, seconded by C. Hogan, to hire Library Page Kathleen Kelly, at \$1.1hr, all in favor.  
E. Motion by C. Bull, seconded by C. Hogan, to voluntarily reduce hours of Senior Clerk Nadine Lavell from 40 to 35 effective 6/21, all in favor.  
F. Motion by C. Bull, seconded by C. Hogan, to follow CDC guidance on masks for public, all in favor.  
G. Motion by C. Bull, seconded by C. Hogan, to accept Mobile Hotspot Policy, all in favor.

Date and time of the next meeting of the Trustees: Monday, July 19, 2021 at 7:00pm.  
Date and time of the Board/Trustee Meeting: Tuesday, July 20, 2021 at 7:00pm.

There being no further business, tonight's meeting was adjourned at 7:45 pm on a motion made by C. Bull, seconded by C. Hogan, all in favor.