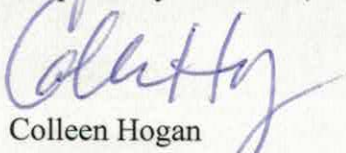


**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, MARCH 19, 2018**

- I. The meeting was called to order by President Virginia Tyson at 7:00pm. Also present were: Jacques LeBlanc, Colleen Hogan, Christine Buff, Marcie Litjens and Bob Chesnut.
- II. Agenda was approved on a motion made by J. LeBlanc, seconded by C. Buff, all in favor.
- III. Minutes of the last meeting were approved on a motion made by J. LeBlanc, seconded by C. Buff, all in favor.
- IV. Financial Report
- | | |
|----------------------------------|--------------|
| A. Operating Account Warrant #9 | \$121,215.74 |
| B. Operating Account Warrant #9A | \$4.00 |
| C. Payroll Account Warrant #9B | \$138,122.24 |
- were approved on a motion made by J. LeBlanc, seconded by C. Buff, all in favor.
- V. Reports
- A. President's Report: None
- B. Trustee Report: None
- C. Director's Report: EAP report, 11% of employees utilized service (high), Emotional First Aid for staff planned for the week. Passport program training on April 25th for Librarians, F/T Clerks uncertain as per Civil Service. Bob Chesnut took Librarian III exam. AED/CPR training for staff and annual inspection. Narcan training, 4 staff members are certified to use it and will verify with insurance liability. Workman Comp audit, receiving refund \$2800. Received 2 cash donations. 1 from Joe Price, \$500 and another in memory of Jay Mulholland for \$546. Eagle Scout project needs one more work session until completion. Kevin Verbesey from SCLS will send out informational brochures regarding proposition vote. Director's meeting held at library and many compliments received about our friendly staff, art gallery, seed library and orderly collection. Self paid employee Dental plan available. Friends of Library looking into starting a "Free Little Library" at Kaler's Pond. Still looking into "Compassionate Leave" policy where staff can donate surplus sick time. Sealcoat proposal and asphalt repair.
- VI. Old Business:
- A: Newsletter, review samples provided and discuss at next meeting.
- B. BBS. Tracy working on proposals and will meet when finished. Act on Facility Assessment.
- VII. 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 J. LeBlanc to participate in the self paid Dental Program. All in favor.
- C: Motion by J. LeBlanc, seconded by C. Buff to close Capitol One Operating Checking (\$299,982.57), Payroll Checking (\$10,503.00) and Petty Cash (\$500.00) and move to Money Market Account, all in favor.
- D: Motion by C. Buff, seconded by J. LeBlanc to commit \$2,000,000 into an account for Budget Stabilization from the unassigned fund balance, all in favor.
- E: Motion by J. LeBlanc, seconded by C. Buff to put \$1,000,000 into an account for Capital Improvements from the unassigned fund balance, all in favor.
- F: Motion by J. LeBlanc, seconded by C. Buff to hire Island Sealcoat to sealcoat parking lot and seal cracks for \$8,875.00.
- VIII. Date and time of next regular business meeting: Budget Hearing Tuesday, April 9th at 7:00pm. Monday, April 16th at 7:00pm.
- IX. There being no further business, tonight's meeting was adjourned at 7:55pm on a motion made by J. LeBlanc, seconded by C. Hogan, all in favor.

Respectfully submitted,


Colleen Hogan
Acting Secretary