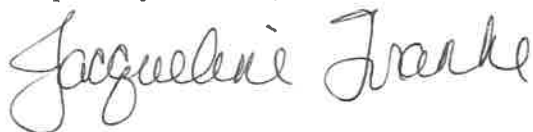


**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, MARCH 27th, 2020**

- I. The meeting was called to order by President Virginia Tyson at 11:01 a.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 February 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 – March
 - A. Operating Account Warrant #9 \$ 135,285.96
 - B. Operating Account Warrant #9A \$ 0.00
 - C. Payroll Account Warrant #9B \$ 146,345.10
 - D. Capital Projects Fund Warrant #9 \$ 7,255.11were approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- VI. Reports.
 - A. President's report: President Tyson commented on the great job Director Litjens and her staff have done holding things together during this difficult time.
 - B. Trustees' reports: None
 - C. Director's report: Director Litjens reported the following: During this unprecedented time, the staff has been pitching in to make things work. The Library has a heavy presence on social media. All levels including Children, Teen, and Adult departments, as well as, our Social Worker are all available. The staff will be asked to take online course work to keep up to date on classes relevant to their work. Programming has been challenging. Looking into whether or not some programs can be done virtually. The May/June Newsletter is due. It will be late so as to focus on what programs will be available, as well as, updating our online sources. We purchased a 3-D printer. Currently, we have lent it to SCLS and it has been added to a “print farm” that will aid in making masks and shields for medical workers. Once no longer needed it will be returned to our library. Al Coster was supposed to attend our April meeting, however, due to the stop work order, the date may need to be rescheduled.
 - D. Additional reports: None
- VII. Old Business.
 - A. Café Project: We are close to an agreement with the vendor. Once completed the agreements will be sent to the Board for review. BBS is still working on drawings and adjusting the plans.
 - B. Church Property: The church was asking \$130K for the property. The appraisal came back at \$34K. A trustee asked if there is an easement across our property. The answer is no.
 - C. Budget: At this time we are unable to hold our Budget vote. Some discussion ensued. It was decided to table the discussion until next week.
 - D. Employee Manual: Director Litjens was looking for clarification regarding employee pay during emergencies. Currently the employees are being paid. Discussion ensued regarding how to handle Sunday pay. The remainder of the employee manual business was tabled until a later date.
- 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 hire Joseph Masaril as Security Guard at \$20.50/hr effective 3/23/2020, all in favor.
 - C. Motion by C. Buff, seconded by C. Hogan, to approve Library Program Policy, all in favor.
 - D. Motion by C. Buff, seconded by C. Hogan, to accept 2019 New York State Annual Report, all in favor.
 - E. Motion by C. Buff, seconded by C. Hogan, to approve Library Clerk, Lisa Schneider to reduce hours from 20 to 13 effective 3/23/2020, all in favor.
 - F. Motion by _____, seconded by _____, to amend employee manual, **TABLED**
 - G. Motion by C. Buff, seconded by C. Hogan, to allow all bills to be pre-paid with the approval of the Director/Treasurer, Director/President or President and Treasurer prior to Board meeting effective until 6/30/2020, all in favor.
 - H. Motion by C. Buff, seconded by C. Hogan, to approve the official closing of the Library on Sundays until further notice, all in favor.
- X. Date and time of the next special meeting of the Trustees: Tuesday, March 31st, 2020 at 7:00pm.
- XI. There being no further business, tonight's meeting was adjourned at 11:52 a.m. on a motion made by C. Buff, seconded by C. Hogan, all in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jacqueline Franke". The signature is written in black ink and is positioned to the right of the typed name.

Jacqueline Franke
Secretary to the Board