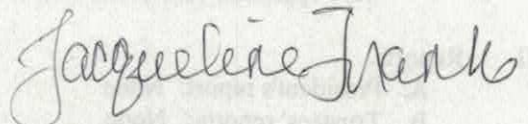


**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, NOVEMBER 16th, 2020**

- I. The meeting was called to order by President Virginia Tyson at 7:05 p.m. Also present were: Christine Buff, Deborah Cannarelli, Marcie Litjens, Bob Chesnut, Jacqueline Franke. Absent was: Jacques LeBlanc, Colleen Hogan
- II. Agenda was approved on a motion made by C. Buff, seconded by D. Cannarelli, all in favor.
- III. Minutes of the October 19, 2020 meeting were approved on a motion made by C. Buff, seconded by D. Cannarelli, all in favor.
- IV. Period of Public Expression – None
- V. Financial Report – November
 - A. Operating Account Warrant #5 \$282,917.91
 - B. Operating Account Warrant #5A \$ 6,174.70
 - C. Payroll Account Warrant #5B \$.00
 - D. Capital Projects Fund Warrant #5 \$ 1,619.68were approved on a motion made by C. Buff, seconded by D. Cannarelli, all in favor.
- VI. Reports.
 - A. President's report: None
 - B. Trustees' reports: None
 - C. Director's report: Director Litjens reported the following: There has been a continual flow of patrons in the library. We are averaging 150-200 patrons per day. The lockers have been relocated to the rear of the building with a canopy overhead. Due to Covid numbers increasing and out of safety concerns, librarians will be working from home on a rotating basis. The library is required to have a public health emergency plan by April 1, 2021. The library will remain closed on Sundays.
 - D. Additional reports: None
- VII. Executive Session
 - A. Motion by C. Buff, seconded by D. Cannarelli, to enter into Executive Session at 7:20 p.m. to discuss a personnel matter, all in favor.
 - B. Motion by C. Buff, seconded by D. Cannarelli to resume Regular Session at 7:35 p.m., all in favor.
- VIII. Old Business
 - A. Café: It is in the Library's best interest to look into value pricing.
 - B. Oil/Gas: The conversion was discussed. The consensus was that converting to gas seems to be the best long term solution.
 - C. Computer KI System: Discussed moving the stacks.
 - D. Long Range Plan: Measurable goals need to be added.
 - E. Technology Plan: No questions
 - F. 3 Printer: No questions
 - G. Contest Eligibility Policy: No questions
- IX. Period of Public Expression - None
- X. New Business.
 - A. Motion by C. Buff, seconded by D. Cannarelli, to transfer \$150,000 from People's Checking to Payroll Account, all in favor.
 - B. Motion by C. Buff, seconded by D. Cannarelli, to transfer \$250,000 from Interest Checking to Operating Checking, all in favor.
 - C. Motion by C. Buff, seconded by D. Cannarelli, to approve 3D printer policy, all in favor.
 - D. Motion by C. Buff, seconded by D. Cannarelli, to approve Contest Eligibility policy, all in favor.
 - E. Motion by C. Buff, second by D. Cannarelli, to approve the 2021-2024 Technology Plan, all in favor.
 - F. ~~Motion by _____, second by _____, to approve the 2021-2025 Long Range Plan, all in favor. Tabled~~
 - G. Motion by C. Buff, second by D. Cannarelli, to approve the Record Retention policy, all in favor.
 - H. Motion by C. Buff, second by D. Cannarelli, to approve the 2021 fiscal year budget for SCLS, all in favor.

- I. Motion by C. Buff, second by D. Cannarelli, to approve the oil/gas conversion utilizing BBS, all in favor.
 - J. Motion by C. Buff, second by D. Cannarelli, to allocate \$200,000 for the oil/gas conversion from the unassigned fund balance, all in favor.
 - K. Motion by C. Buff, second by D. Cannarelli, to approve the KI system for computer area/stack reconfiguration utilizing BBS, all in favor.
 - L. Motion by C. Buff, second by D. Cannarelli, to allocate \$200,000 for the computer area/stack reconfiguration from the unassigned fund balance, all in favor.
 - M. Motion by C. Buff, second by D. Cannarelli, to transfer \$400,000 from the General Fund to the Capital Fund, all in favor.
- XI. Date and time of next meeting: Monday, December 14, 2020 at 7:00 p.m. in the Children's Activity Room.
 - XII. There being no further business, tonight's meeting was adjourned at 7:50 p.m. on a motion made by C. Buff, seconded by D. Cannarelli, all in favor.

Respectfully submitted,



Jacqueline Franke
Secretary to the Board