

**MINUTES OF THE CMFPL TRUSTEES MEETING  
HELD AT THE LIBRARY ON MONDAY, NOVEMBER 19<sup>th</sup>, 2018**

- I. The meeting was called to order by President Virginia Tyson at 7:00pm. 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 J. LeBlanc, seconded by C. Buff, all in favor.
- III. Minutes of the October Regular meeting were approved on a motion made by J. LeBlanc, seconded by C. Buff, all in favor.
- IV. Financial Report
  - A. Operating Account Warrant #5 \$266,358.66
  - B. Operating Account Warrant #5A \$68,677.65
  - C. Operating Account Warrant #5AA \$20,608.43
  - D. Payroll Account Warrant #5B \$139,531.25
  - E. Capital Projects Fund Warrant #5 \$1,933.60
 were approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- V. Reports.
  - A. President's report: President Tyson shared that Bay Gardens came and completed the planting and trimming that was discussed. Ballots have been provided to the Trustees for the SCLS and Trustee vote.
  - B. Trustees' reports: None
  - C. Director's report: Director Litjens shared the following: A positive letter was received from patron Deb Domingos. A positive voicemail message was received from another patron. Director Litjens attended the Trustee training workshop with Trustee LeBlanc. Both gave their feedback on the training. Director Litjens was excited to announce the receipt of a grant from the Huntington Arts Council for \$1370.00. Music and Memory training given by SCLS will begin next week. Director Litjens and Librarians, Mr. Chesnut, Ms. DeCaro, and Ms. Ceramello have all taken a training class for Notary. They will soon be taking the Notary test. Passports are slowing down, however we are still getting four to six per week. We are in the process of canvassing for a Librarian. Ms. McNulty attended the NYLA conference and wrote up her experience. Many libraries offer social work services part-time. This is something to think about doing here. The landscaping has been completed. New lights are being installed in the parking lot and outside the building. Friends of the Library will be donating a new book drop to the library. December 5<sup>th</sup> is the annual meeting at SCLS. All Trustees are welcome to attend. Director Litjens shared the Trustee newsletter. New Sexual Harassment training being administered on line. The seed library has been put away for the winter. Almost 500 people checked out seeds. Looking into a new stand for next season. For information purposes, the church owns the entire wooded lot behind the meditation garden. A representative from a new company came out to discuss and give an estimate on shelving in the basement. We are not happy with our current vendor. It's time to start thinking about next year's budget and date of vote. Director Litjens asked the Board to think about offering Long Term Disability to all full time employees. Other Libraries provide this benefit to their full time employees. The cost would be \$2321.49 per year, total for all full time employees. Becoming "fine free" is the new trend in libraries. Currently every patron has automatic renewal. Is this something the Board would like to do?
  - D. Additional reports: None
- VI. Old Business.
  - A. Window Replacement Project: Derek has found the drawings and will be presenting a plan of action next week. The windows aren't leaking it is the flashing that is leaking. Therefore, the windows do not need to be replaced.
- 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 C. Hogan, to transfer \$350,000 from People's Checking to Operating Account, all in favor.
  - C. Motion by C. Buff, seconded by C. Hogan, to accept resignation of Library Clerk, Andrew Galante, all in favor.
  - D. Motion by C. Buff, seconded by C. Hogan, to hire Library Clerks Janet Downs and Jennifer Palmer at \$15/hr, all in favor.
  - E. Motion by C. Buff, seconded by J. LeBlanc, to add Cancer Screening Leave to handbook, all in favor.
  - F. Motion by C. Buff, seconded by C. Hogan, to go "fine free" as of July 1, 2019, all in favor.
  - G. Motion by J. LeBlanc, seconded by C. Buff, to approve SCLS Fiscal Year 2019 budget, all in favor.
- VIII. Date and time of the next regular meeting of the Trustees: Monday, December 17<sup>th</sup>, 2018 at 7:00pm,
- IX. There being no further business, tonight's meeting was adjourned at 7:45pm 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 BOARD OF DIRECTORS OF THE LIBRARY ON MONDAY, NOVEMBER 13, 2018

The meeting was held at the Virginia Tyng Center. Also present were: Jacques LeBlanc, Christine Duff, Deborah Cunniff, Martin Lipton, Martin Lipton, Bob Cheneau, Jacqueline Franke.

Agenda was approved by J. LeBlanc, seconded by C. Duff, all in favor.

Minutes of the October Regular meeting were approved on a motion made by J. LeBlanc, seconded by C. Duff, all in favor.

Financial Report

A. Operating Account Warrant #5	250,121.00
B. Operating Account Warrant #7A	258,417.00
C. Operating Account Warrant #7AA	220,408.43
D. Facility Account Warrant #2B	213,931.21
E. Capital Projects Fund Warrant #3	21,933.60

was approved on a motion made by C. Duff, seconded by C. Lipton, all in favor.

Reports

A. President's report: President Tyng shared that they had been busy and completed the planning and planning that was discussed. Minutes have been provided to the Trustees for the SCL's and Trustee was

B. Trustee report: None

C. Director's report: Director Lipton shared the following: A positive letter was received from patron Leah Dominguez. A positive voicemail message was received from another patron. Director Lipton attended the trustee training workshop with Trustee LeBlanc. Both gave their feedback on the training. Director Lipton was excited to announce the receipt of a grant from the Hamilton Arts Council for \$13,700.00. Music and Memory training given by SCL's will begin next week. Director Lipton and Librarian St. Clement, Ms. DeGris, and Ms. Cunniff have all taken a training class for poetry. They will soon be taking the Poetry test. Response on showing how, however we are still getting down to six per week. We are in the process of converting for a Librarian. Ms. Mckinley attended the NYLA conference and wrote up her experience. Many libraries offer social work services but mine. This is something to think about during here. The landscaping has been completed. New lights are being installed in the parking lot and outside the building. Funds of the library will be donating a new book drop to the library. Director Lipton shared the "It's the annual meeting at SCL's. All Trustees are welcome to attend. Director Lipton shared the Trustee newsletter. New board members training being administered on line. The new library has been put away for the winter. About 200 people checked out books. Looking into a new stand for next season. For information purposes, the board was the entire wooded lot behind the production garden. A representative from a new company came out to discuss and give an estimate on lighting in the basement. We are not happy with our current vendor. It's time to start thinking about next year's budget and date of vote. Director Lipton asked the Board to think about offering Long Term Disability to all full time employees. Other Librarians provide this benefit to their full time employees. The cost would be \$2331.00 per year, but for all full time employees. Director Lipton said "the tree" is the new trend in libraries. Currently every patron has automatic renewal. Is this something the Board would like to do?

D. Additional report: None

Old Business

A. Window Replacement Project: Trustee has found the drawings and will be presenting a plan of action next week. The window crew is looking if it is the besting for a looking. However, the windows do not need to be replaced.

New Business

- A. Motion by C. Duff, seconded by C. Hogan, to transfer \$150,000 from People's Checking to Payroll Account, all in favor.
- B. Motion by C. Duff, seconded by C. Hogan, to transfer \$250,000 from People's Checking to Operating Account, all in favor.
- C. Motion by C. Duff, seconded by C. Hogan, to accept resignation of Librarian Clark, Andrew Galante, all in favor.
- D. Motion by C. Duff, seconded by C. Hogan, to hire Librarian Tanya Dawn Dowds and Librarian Patricia St. Clement, all in favor.
- E. Motion by C. Duff, seconded by J. LeBlanc, to add Cancer Screening Leave to handbook, all in favor.
- F. Motion by C. Duff, seconded by C. Hogan, to go "live" for as of July 1, 2019, all in favor.
- G. Motion by J. LeBlanc, seconded by C. Duff, to approve SCL's fiscal year 2019 budget, all in favor.

Date and time of the next regular meeting of the Trustees: Monday, December 17, 2018 at 7:00pm.

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