

**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, NOVEMBER 27, 2017**

- I. The meeting was called to order by Vice President Jacques LeBlanc at 7pm. Also present were: Jeanette McHeffey, Vera Trick, Marcie Litjens and Bob Chesnut
- II. Agenda was approved on a motion made by V. Trick, seconded by J. McHeffey.
- III. Minutes of the last meeting were approved on a motion made by J. McHeffey, seconded by V. Trick.
- IV. Financial Report
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| A. Operating Account Warrant #5 | \$285,723.35 |
| B. Operating Account Warrant #5A | \$32,878.81 |
| C. Payroll Account Warrant #5B | \$136,087.57 |
- were approved on a motion made by V. Trick, seconded by J. McHeffey.
- V. Reports
- A. President's Report: Absent
- B. Trustee Report: Eagle Scout Joseph Luongo still working on sign. Bushes need trimming but Mr. Cannarelli felt it wasn't needed. Marcie Litjens to call Bay Gardens
- C. Director's Report: NYLA conference successful. Meals for children who are food insecure will be looked into. Library cards to be issued to persons in homeless shelters. Art Exhibit this Sunday, December 3rd, 2:00pm-4:00pm. Fleet Mechanical has almost completed work but has left some damage in hallway that needs to have work done to clean up after them. State Audit is completed and Al Coster will mail out. He will come and speak to the Board of Trustees at the January meeting regarding fund balance and designation options. Smell in Children's Activity Room of mold/mildew, called in specialist to try and look into this odor. Gutters have never been cleaned, work completed by Best Choice for \$325. Chimney to be cleaned and repaired by Best Choice \$675. Roof needs to be cleaned. Toys for Tots campaign is underway. Seed Library is being started up again and new seeds purchased. Last year resulted in an increase of patrons getting library cards to take advantage. Children's Dept. had over 3500 people come to programs in month of September/October. They are also starting a new Cake Pan Lending Program, Ukulele and telescope lending program. One Clerk is out of work from a car accident and two other clerks are scheduled to be out for a few months due to surgery.
- D. Other Report: Discussion of Bob attending Computers in Libraries conference. Motion made by J. McHeffey and seconded by V. Trick to allow him to attend.
- VI. Old Business
- A. Discussion on NYS Paid Leave Act. Motion by V. Trick and seconded by J. McHeffey not to participate at this time.
- B. Payment of bills online/prepay to also include Insurance Premiums (e.g. Workman's Comp, Disability etc) Motion by J. McHeffey and seconded by V. Trick.
- C. BBS Architect Facility Study, first draft is in. Bob and Marcie to review.
- VII. New Business
- A. Motion by J. McHeffey, seconded by V. Trick to accept Gift/Donation Policy.
- B. Motion by V. Trick, seconded by J. McHeffey to hire Security Guard, Timothy Gilmore at \$20/hr.
- C. Community Room Policy to be revised.
- D. Motion by J. McHeffey, seconded by V. Trick to accept PALS budget.
- E. Motion by V. Trick, seconded by J. McHeffey that Health Insurance coverage is changed read "to be offered to Full Time Employees".
- VIII. Date and time of next regular business meeting: Monday, December 18, 2017 at 7pm.
- IX. There being no further business, tonight's meeting was adjourned at 8:21pm on a motion made by J. McHeffey, seconded by V. Trick.

Respectfully submitted,

Jeanette McHeffey
Secretary