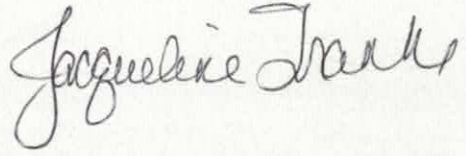


**MINUTES OF THE CMFPL TRUSTEES MEETING  
HELD AT THE LIBRARY ON MONDAY, OCTOBER 15<sup>th</sup>, 2018**

- 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, Jacqueline Franke.
- II. Agenda was approved on a motion made by J. LeBlanc, seconded by C. Hogan, all in favor.
- III. Minutes of the September Regular meeting were approved on a motion made by C. Hogan, seconded by J. LeBlanc, all in favor.
- IV. Minutes of the September Special meeting were approved on a motion made by J. LeBlanc, seconded by C. Hogan, three in favor (J. LeBlanc, D. Cannarelli, C. Hogan), two abstentions (V. Tyson and C. Buff).
- V. Financial Report
  - A. Operating Account Warrant #4 \$83,651.20
  - B. Operating Account Warrant #4A \$7,160.71
  - C. Payroll Account Warrant #4B \$137,490.83
 were approved on a motion made by C. Buff, seconded by J. LeBlanc, all in favor.
- VI. Reports.
  - A. President's report: President Tyson shared a thank you note from a patron.
  - B. Trustees' reports: None
  - C. Director's report: Director Litjens shared the following: There have been some issues with patrons. Director Litjens is addressing these issues. Brookhaven town will be offering Brookhaven United, a similar service to Suffolk Shared Services. Director Litjens is getting more information on this. A representative from SCLS came to the library and received a tour. She was very impressed with the art exhibit and will be sharing that with SCLS. The SCLS common vote date for libraries is April 2, 2019. We do not have to use this date. The library will be receiving \$5000 in bullet aid from Senator LaValle's office. We will be using the money to switch more lights over to LED. An acoustical panel fell from the ceiling. It was being held up by six clips and two washers. Derek from PEC came to assess the situation and things didn't look right. The panel will be fixed properly and the other panels will need to be fixed as well. Newsday printed an article on the Great Give Back day. Our library was featured in the article for our help with Camp Pa-Qua-Tuck's Spooky Walk. Director Litjens met with Joe Price, the insurance agent. The building inspector will be here on October 17<sup>th</sup>. We are hoping for a discount after the inspection. Also looking into long term disability insurance for employees. There is an optional survey for the Trustees regarding annual training. Director Litjens has received two requests via Facebook for drag queen story time in the children's department. This was recently done at the Port Jefferson library and the program focused on acceptance.  
**Reminders:** Trustee Workshop November 13<sup>th</sup> from 6:30-9:00pm.  
 Kevin Verbesey, from SCLS, Monday Oct 22<sup>nd</sup> at 7:00pm.
  - D. Additional reports: None
- VII. Old Business.
  - A. Window Replacement Project: Derek from PEC and Arrow Steel had their first owners meeting. The windows that are currently leaking will be fixed first. Director Litjens explained the process. She also explained the process of replacing the windows. Looking at a March or April time frame for install. The next meeting will be November 16<sup>th</sup>.
  - B. Master Planning: Tracy has to talk to Park East regarding the plan and assigning costs so that the Board can make decisions. Director Litjens will check with Tracy to see if November 8<sup>th</sup> or November 15<sup>th</sup> is a good time for her to meet with the Board at 7:00pm.
- VIII. 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, join Suffolk Share, all in favor.
  - C. Motion by C. Buff, seconded by C. Hogan, to prepay employee funded payroll deductions prior to warrant (MetLife, Deferred Comp, etc.), all in favor.
  - D. Motion by C. Buff, seconded by C. Hogan, to transfer \$400,000 from People's Checking to Bridgehampton National Bank, all in favor.
  - E. Motion by J. LeBlanc, seconded by C. Buff, to transfer \$100,000 from People's Checking to Operating, all in favor.
  - F. Motion by C. Buff, seconded by C. Hogan, to approve PALS 2019 Budget, all in favor.
  - G. Motion by C. Buff, seconded by C. Hogan, to elect Lisa Jacobs as PALS President, all in favor.
  - H. Motion by C. Buff, seconded by C. Hogan, to elect Neely McCahey as PALS Secretary, all in favor.
- IX. Date and time of the next regular meeting of the Trustees: Monday, November 19<sup>th</sup>, 2018 at 7:00pm,

X. There being no further business, tonight's meeting was adjourned at 7:50pm 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".

Jacqueline Franke  
Secretary to the Board