

**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, OCTOBER 21st, 2019**

- 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 C. Buff, seconded by C. Hogan, all in favor.
- III. Minutes of the September 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 -
- | | |
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| A. Operating Account Warrant #4 | \$133,558.45 |
| B. Operating Account Warrant #4A | \$ 9,036.43 |
| C. Payroll Account Warrant #4B | \$143,405.19 |
| D. Capital Projects Fund Warrant #4 | \$269,457.67 |
- were approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- VI. Reports.
- A. President's report: Trustee Buff discussed how her children are taking advantage of the community service opportunities offered through the Teen department. Trustee LeBlanc asked if the creation of the new community center is "taking kids away" from the library. After some discussion Trustee LeBlanc was happy to hear that kids are spending time here at the library.
- B. Trustees' reports: None
- C. Director's report: Director Litjens reported the following: The trustee workshop is coming up. Director Litjens will be attending. The Trustees have been invited to Joseph Luongo's Eagle Scout award night. Director Litjens will be attending. The Social Worker is doing very well. She is building up resources for the library. She has had an immediate impact. A tree fell on the building in the most recent wind storm. Okula removed the tree and is preparing an estimate to remove three other trees. Park East looked over the building and said there was no major damage. Meeting room A had an odor. The wall was opened up and animal feces were found. The area will be remediated and repaired. Director Litjens explained an issue with the lending of digital content. Discussion ensued. The Mastic, Moriches, Shirley Library will be voting on a bond referendum in December. They are hoping to renovate their current building and turn the Little Red School House in Moriches and the old Mastic Village Town Hall into annex libraries.
- D. Additional reports: None
- VII. Old Business.
- A. Café Project: BBS has completed all paperwork on their end. Paperwork has been submitted to the school district for their signature and signed. Paperwork is now with the state. Park East will be overseeing the project. Tracy, from BBS, is looking for feedback regarding what the trustees would like to see in the café.
- B. Church Property: A letter has been sent to the church asking to purchase the meditation garden land.
- C. Website: Director Litjens and staff are providing content to the web designer. The site is under development.
- 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 transfer \$150,000 from Interest Checking to Operating Checking, all in favor.
- C. Motion by C. Buff, seconded by C. Hogan, to hire Lisa Ferguson as Full Time Library Clerk (40 hours) effective 10/28/19 at \$16.73/hr. (\$34,798.40), all in favor.
- D. Motion by C. Buff, seconded by C. Hogan, to hire Rebecca Brockmann as Full Time Library Clerk (40 hours) effective 10/29/19 at \$15/hr. (\$31,200), all in favor.
- E. Motion by C. Buff, seconded by C. Hogan, to accept resignation of Susan Carlsen (Library Clerk) effective 10/3/19, all in favor.
- F. Motion by C. Buff, seconded by C. Hogan, to accept resignation of Christopher Olphie (Page) effective 10/6/19, all in favor.
- G. Motion by C. Buff, seconded by C. Hogan, to hire Christopher Olphie as Part Time Library Clerk effective 10/7/19, at \$15/hr., all in favor.
- H. Motion by C. Buff, seconded by C. Hogan, to hire Jane Stanzini as Part Time Library Clerk effective 10/7/19, at \$15/hr., all in favor.
- I. Motion by C. Buff, seconded by C. Hogan, to accept resignation of Jacqueline Narkowicz (PT Librarian I CS) effective 10/5/19, all in favor.

- J. Motion by C. Buff, seconded by C. Hogan, to accept PALS 2020 budget, all in favor.
- K. Motion by C. Buff, seconded by C. Hogan, to set Budget Hearing on Monday, April 6, 2020 at 7:00pm, all in favor.
- L. Motion by C. Buff, seconded by C. Hogan, to amend Board Meeting minutes from April 15, 2019 of the Café capital project, stating the estimated maximum cost thereof is \$850,000 and said amount is hereby appropriated for such purpose, all in favor.
- M. Motion by C. Buff, seconded by C. Hogan, to amend the budget vote hours for the 2020 Library budget vote to be held from 10:00am to 8:30pm, all in favor.
- X. Date and time of the next regular meeting of the Trustees: Monday, November 18th, 2019 at 7:00pm.
- XI. There being no further business, tonight's meeting was adjourned at 8:30pm on a motion made by C. Buff, seconded by C. Hogan, all in favor.

Respectfully submitted,

Jacqueline Franke

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Secretary to the Board