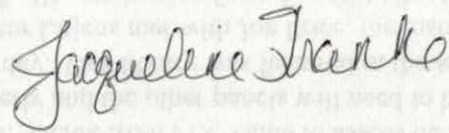


**MINUTES OF THE CMFPL TRUSTEES SPECIAL MEETING
HELD AT THE LIBRARY ON WEDNESDAY, OCTOBER 3rd, 2018**

- I. The meeting was called to order by Vice President Jacques LeBlanc at 6:59pm. Also present were: Deborah Cannarelli, Colleen Hogan, Marcie Litjens, Jacqueline Franke. Absent were: Virginia Tyson and Christine Buff.
- II. Agenda was approved on a motion made by C. Hogan, seconded by D. Cannarelli, all in favor.
- III. Reports - None
- IV. Old Business.
 - A. Window Replacement Project: Director Litjens explained that Arrow Steel Window Corp. came in as the lowest bid. Park East and BBS are both recommending Arrow Steel Window Corp. Also included in the bid are the necessary repairs needed for current window leaks. Trustee Hogan asked about how the bid process works. Director Litjens explained the bid process.
 - B. Sexual Harassment Policy: Director Litjens gave an overview of the new Sexual Harassment policy. She informed the Board that the library's attorney has reviewed the policy and made some improvements to it. She asked the Board to consider whether or not they would like mandate Board of Trustee members be trained as well. The library attorney does not feel that it is necessary at this time.
- V. New Business.
 - A. Motion by C. Hogan, seconded by D. Cannarelli, to award the bid contract to Arrow Steel Window Corp. for a total award of \$235,800.00 which includes the Base Bid of \$107,000.00; Add Alternate 1 (Low Clerestory) \$42,000.00; and Add Alt 2 (High Clerestory) at \$86,400.00, all in favor.
 - B. Motion by C. Hogan, seconded by D. Cannarelli, to approve the Sexual Harassment policy, all in favor.
- VI. Date and time of the next regular meeting of the Trustees: Monday, October 15th, 2018 at 7:00pm,
- VII. There being no further business, tonight's meeting was adjourned at 7:50pm on a motion made by C. Hogan, seconded by D. Cannarelli, all in favor.

Respectfully submitted,



Jacqueline Franke
Secretary to the Board