

**MINUTES OF THE CMFPL TRUSTEES MEETING  
HELD AT THE LIBRARY ON MONDAY, SEPTEMBER 17<sup>th</sup>, 2018**

- I. An Executive meeting was called to order by President Virginia Tyson at 6:35pm to discuss personnel matters of a particular person. Also present were: Christine Buff, Deborah Cannarelli, Colleen Hogan, Marcie Litjens, Bob Chesnut, Jacqueline Franke. Absent was: Jacques LeBlanc. Director Litjens, Mr. Chesnut, and Mrs. Franke left the room while the Board conducted Executive Session.
- II. Motion by C. Buff, seconded by C. Hogan, to adjourn Executive Session and enter into Regular Session at 7:10pm, all in favor.
- III. Agenda was approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- IV. Minutes of the August Regular meeting were approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- V. Financial Report
  - A. Operating Account Warrant #3 \$99,035.60
  - B. Operating Account Warrant #3A \$7,288.66
  - C. Payroll Account Warrant #3B \$210,462.43
  - D. Capital Projects Fund Warrant #3 \$57.42
  - E. Capital Projects Fund Warrant #3A \$1750.00were approved on a motion made by C. Buff, seconded by C.Hogan, all in favor.
- VI. Reports.
  - A. President's report: President Tyson reported that she will not be around for the Bid opening. She explained the process and discussed possibly changing the awarding of the Bid (for the window project) if the Board felt more comfortable with her being there. President Tyson brought up revamping the library website. It needs to be updated. She suggested looking into what we want it to look like and starting the process. Director Litjens said she is looking into writing the RFP.  
Trustees' reports: Trustee Hogan reported that her daughter had her passport ordered from the library and the staff did a great job.
  - B. Director's report: Director Litjens shared the following: She recently finished applying for a grant from the Huntington Arts Council for a photography series. Rave Panic mobile App is being offered through the Suffolk Library System. In an emergency, the App sends out a signal to local law enforcement. Can be used for snow closings as well. Available for employees and the Board. This is not mandatory. The staff and Board have until the end of the month to opt in. PSEG inspected the light conversion project. The rebate will be coming in 8-12 weeks. The library has been using 10% less electric. The passports are doing well. The library made \$800 this past month. Still looking for a part time librarian. Director Litjens recommends looking for a full time employee instead. Director Litjens, Mr. Chesnut, Jessica and Margie will all be trained as a notary. Patron appreciation weekend is this Saturday the 22<sup>nd</sup> and Sunday the 23<sup>rd</sup>. All are invited to attend. The Friends of the Library had their annual book sale. It was a success. Jessica from Teens would like to introduce a new service called Music in Memory, which connects people with disabilities to music. She needs a laptop and some money to get started. The library is now signed up to be a Talking Books Library through Andrew Haskell library. Looking into a magnifying reader to offer as yet another service. We are researching different models to see what fits best at our library. Jessica in Teens received a letter from the Life Center of Long Island thanking her for the donation of baby supplies. Director Litjens received a letter from a community member thankful for the voter registration drive. The Board received the updated 2018 Board of Trustees handbook. Reminder that Kevin Verbesey will be here on October 22, 2018 at 7:00pm to discuss the role of a trustee. Director Litjens is still looking for two librarians to go to the NYLA conference.
  - C. Additional reports: Mr. Chesnut shared the following: Technology Update: The security system has been installed (outside). More units to be installed inside. We swapped out ten new computers and updated web pacs.
- VII. Old Business.
  - A. Window Replacement Project: A legal notice was put in the paper. The Bid opening will be on September 26, 2018 at 10am. Once the winning bid is awarded, the company will then come in and take measurements, with an estimated install time frame of March 2019.
  - B. Master Planning: It was decided to keep the hallway. President Tyson asked if there is a place for all of the additional services. Director Litjens said yes.
  - C. Sexual Harassment Policy: The policy is not ready yet. Waiting on the state and the attorney.
- VIII. New Business.
  - A. Motion by C. Buff, seconded by C. Hogan, to transfer \$150,000 form People's Checking to Payroll Account, all in favor.
  - B. Motion by D. Cannarelli, seconded by C. Hogan, to accept reduced hours from 40 to 35 from Christie Matheson (Librarian I) effective 8/26/18, all in favor.
  - C. Motion by C. Hogan, seconded by C. Buff, to terminate Diane Herndon, Library Clerk, all in favor.
- IX. Date and time of the next regular meeting of the Trustees: Monday, October 15<sup>th</sup>, 2018 at 7:00pm,

X. There being no further business, tonight's meeting was adjourned at 8:15pm on a motion made by C. Buff, seconded by C. Hogan, all in favor.

MINUTES OF THE BOARD OF TRUSTEES  
HELD AT THE LIBRARY ON MONDAY, SEPTEMBER 15, 2014

Respectfully submitted,

Jacqueline Franke  
Secretary to the Board

An Executive meeting was called to order by President Victoria Tyson at 7:15pm to discuss personnel matters of a particular person. Also present were Christine Huff, Deborah Casarelli, Colleen Hogan, Marie Lipton, Brian, and Mr. Franke. The meeting was held in the main library meeting room.

Minutes of the Board of Trustees meeting held on Monday, September 15, 2014, at 7:00pm. The meeting was held in the main library meeting room. The minutes were approved on a motion made by C. Huff, seconded by C. Hogan, all in favor.

Financial Report  
A. Operating Account Warrant #11  
B. Operating Account Warrant #12A  
C. Payroll Account Warrant #13  
D. Capital Projects Fund Warrant #14  
E. Capital Projects Fund Warrant #15A  
were approved on a motion made by C. Huff, seconded by C. Hogan, all in favor.

VI. Reports  
A. President's report: President Tyson reported that she will not be around for the BLD opening. She explained the process and discussed possibly changing the wording of the bid for the window project. The board felt more comfortable with her being there. President Tyson brought up reviewing the library website. It needs to be updated. She suggested looking into what we want it to look like and starting the process. Director Lipton said she is looking into writing the RFP.

B. Director's report: Director Lipton shared the following: She recently finished applying for a grant from the Huntington Arts Council for a photography series. Her basic mobile App is being offered through the Suffolk Library System. In an emergency, the App sends out a signal to local law enforcement. Can be used for more things as well. Available for employees and the Board. This is not mandatory. The staff and Board have until the end of the month to get the RFPs inspected for the light conversion project. The report will be coming in 8-12 weeks. The library has been using 100% less electricity. The past year has been doing well. The library made 2500 this past month. Still looking for a part time librarian. Director Lipton's recommendation for a full time employee is to hire a full time employee. Director Lipton and Marie Lipton will be trained as a worker. Patron appreciation weekend is this Saturday the 23rd and Sunday the 24th. All are invited to attend. The friends of the library had their annual book sale. It was a success. Jessica from Tyson would like to introduce a new service called Music in Harmony, which is now signed up to be a Talking Book Library through Andrew Haskell Library. Looking into a signifying reader to offer as yet another service. We are researching different models to see what fits best at our library. Jessica in Tyson received a letter from a community member thanking her for the donation of baby supplies. Director Lipton received the updated 2014 Board of Trustees handbook. The voter registration drive. The Board received the updated 2014 Board of Trustees handbook. Reminder that Kevin Vosemy will be here on October 22, 2014 at 7:00pm to discuss the role of a trustee. Director Lipton is still looking for two librarians to go to the NYA conference.  
C. Additional reports: Mr. Casarelli shared the following: Technology Update - The security system has been installed (inside). Photo area to be installed inside. We swapped out ten new computers and updated web page.

VII. Old Business  
A. Window Replacement Project - A legal notice was put in the paper. The bid opening will be on September 26, 2014 at 10am. Once the winning bid is awarded, the company will then come in and take measurements. Work to be completed install time frame of March 2015.  
B. Master Planning: It was decided to keep the pathway. President Tyson asked if there is a place for all of the additional services. Director Lipton said yes.  
C. Sexual Harassment Policy: The policy is not ready yet. Waiting on the state and the attorney.

VIII. New Business  
A. Motion by C. Huff, seconded by C. Hogan, to transfer \$120,000 from People's Choice to (to) an account. All in favor.  
B. Motion by D. Casarelli, seconded by E. Hogan, to accept reduced hours from 40 to 32 from Christine Matheson (effective 8-25-14). All in favor.  
C. Motion by C. Hogan, seconded by C. Huff, to terminate Brian Hamilton, Library Clerk. All in favor.

IX. Date and time of the next regular meeting of the Trustees: Monday, October 15, 2014 at 7:00pm.