

**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON THURSDAY, SEPTEMBER 19th, 2019**

- I. The meeting was called to order by President Virginia Tyson at 7:05pm. Also present were: Jacques LeBlanc, Christine Buff, Colleen Hogan, Marcie Litjens, Jacqueline Franke. Absent was Deborah Cannarelli.
- II. Agenda was approved on a motion made by C. Hogan, seconded by C. Buff, all in favor.
- III. Minutes of the August meeting were approved on a motion made by C. Hogan, seconded by C. Buff, all in favor.
- IV. Period of Public Expression – None
- V. Financial Report -
 - A. Operating Account Warrant #1 \$ 86,963.36
 - B. Operating Account Warrant #1A \$ 15,990.27
 - C. Payroll Account Warrant #1B \$146,669.91
 were approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- VI. Reports.
 - A. President's report: President Tyson shared two patron thank you notes.
 - B. Trustees' reports: None
 - C. Director's report: Director Litjens reported the following: The painting is complete. All looks good. The new glass enclosed and lockable bookcase will be installed on September 30th. The Long Island collection will be going in the case. The new tables are coming as well. Director Litjens spoke about a conference she attended with Nassau and Suffolk Library directors. As an FYI, the architect that worked on our 2012 addition is no longer in business. We are currently looking for a full time Library Clerk. In the process of going through Civil Service. Staff is currently participating in the required annual sexual harassment training. The new social work intern has started. She will be here on Thursday and Fridays and is working with staff to create a pamphlet of resources for patrons. The duct work is getting sanitized next week. The work will be done overnight so as not to disturb regular working hours. We passed our first passport inspection. Our annual safety inspection for the insurance company is on October 1st. The server upgrade has been completed. Discussed a date for the budget vote. Director Litjens provided a breakdown in numbers of patrons from the surrounding towns. Discussion ensued.
 - 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.
 - B. Church Property: Not discussed
- VIII. Period of Public Expression - None
- IX. New Business.
 - A. Motion by C. Buff, seconded by J. LeBlanc, to transfer \$150,000 from People's Checking to Payroll Account, all in favor.
 - B. Motion by C. Buff, seconded by J. LeBlanc, to accept resignation of Alexis Knowles (Library Clerk) on 8/10/19, all in favor.
 - C. Motion by C. Buff, seconded by J. LeBlanc, to accept resignation of Julia Meehan (Page) on 8/20/19, all in favor.
 - D. Motion by C. Buff, seconded by J. LeBlanc, to accept resignation of Brandon O'Sullivan (Security) on 9/7/19, all in favor.
 - E. Motion by C Buff, seconded by J. LeBlanc, to accept resignation of Jennifer Palmer (Library Clerk) on 8/30/19, all in favor.
 - F. Motion by C. Buff, seconded by J. LeBlanc, to accept resignation of Meghan Sullivan (Library Trainee) on 9/8/19, all in favor.
 - G. Motion by C. Buff, seconded by J. LeBlanc, to hire Cecilia Markowitz (Library Trainee) on 9/13/19 at \$22/hr., all in favor.
 - H. Motion by C. Buff, seconded by J. LeBlanc, to hire Jennifer Palmer as a Substitute (call in) Library Clerk at \$15.30/hr., all in favor.
 - I. Motion by C. Buff, seconded by J. LeBlanc, to hire Michael Valva (Security) on 9/3/19 at \$20.50/hr., all in favor.
 - J. Motion by C. Buff, seconded by J. LeBlanc, to hire Gina Croce (Security) on 9/13/19 at \$20.50/hr., all in favor.
 - K. Motion by C. Buff, seconded by J. LeBlanc, to voluntarily reduce hours of Abbey Knowles (Library Clerk) from 20 to 12.5 effective 9/13/19, all in favor.
 - L. Motion by C. Buff, seconded by C. Hogan, to set Budget Vote on April 14, 2020, all in favor.
 - M. Motion by C. Buff, seconded by C. Hogan, to accept SEQRA resolution, all in favor.

RECOMMENDED ACTION: "that upon the recommendation of the Director, the Board of Trustees of the Center Moriches Free Public Library approves the following resolution:"

WHEREAS, the Board of Trustees desires to embark upon the Proposed Cafeteria Addition Project (Project), which includes the construction of an approximate additional 700sf new cafeteria space and vestibule on the west side of the existing structure as well as all associated and necessary upgrades, repairs, and site work; and

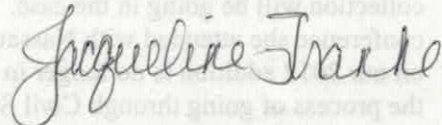
WHEREAS, said Project is subject to classification under the State Environmental Quality Review Act (SEQRA); and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby declares itself lead agency in connection with the requirements of SEQRA; and the Board of Trustees, as the lead agency, has examined all information related to the Project and has determined that the Project as a whole is classified as a Type II Action as defined by Section 617.5(c)(8) of the SEQRA Regulations and therefore requires no further review;

BE IT FURTHER RESOLVED, that the Board of Trustees hereby shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the final Project acceptance, upon receipt, from the New York State Office of Parks, Recreation and Historic Preservation, in connection with its request for approval of said Project from the New York State Education Department.

- X. Date and time of the next regular meeting of the Trustees: Monday, October 21st, 2019 at 7:00pm.
- XI. There being no further business, tonight's meeting was adjourned at 7:55pm on a motion made by C. Buff, seconded by C. Hogan, all in favor.

Respectfully submitted,



Jacqueline Franke
Secretary to the Board

D. Additional reports/Notes

Old Business:

VII

VIII

IX

- A. Motion by C. Buff, seconded by J. Labiano, to transfer \$150,000 from Project's Checking to Payroll Account, all in favor.
- B. Motion by C. Buff, seconded by J. Labiano, to accept resignation of Alexis Kozmin (Library Clerk) on 8/10/19, all in favor.
- C. Motion by C. Buff, seconded by J. Labiano, to accept resignation of Julia Mottion (Tenn) on 8/20/19, all in favor.
- D. Motion by C. Buff, seconded by J. Labiano, to accept resignation of Brandon O'Sullivan (Security) on 9/19/19, all in favor.
- E. Motion by C. Buff, seconded by J. Labiano, to accept resignation of Jennifer Palmer (Library Clerk) on 8/30/19, all in favor.
- F. Motion by C. Buff, seconded by J. Labiano, to accept resignation of Megan Sullivan (Library Trainee) on 9/19/19, all in favor.
- G. Motion by C. Buff, seconded by J. Labiano, to hire Cecelia Markowitz (Library Trainee) on 9/13/19 at \$22/hr, all in favor.
- H. Motion by C. Buff, seconded by J. Labiano, to hire Jennifer Palmer as a Substitute (all in) Library Clerk on 8/15/2019, all in favor.
- I. Motion by C. Buff, seconded by J. Labiano, to hire Michael Velva (Security) on 9/19 at \$20.50/hr, all in favor.
- J. Motion by C. Buff, seconded by J. Labiano, to hire Gina Cross (Security) on 9/13/19 at \$20.50/hr, all in favor.
- K. Motion by C. Buff, seconded by J. Labiano, to voluntarily reduce hours of Abby Knowles (Library Clerk) from 30 to 17.5 effective 9/1/19, all in favor.
- L. Motion by C. Buff, seconded by C. Hogan, to set Budget Vote on April 14-2020, all in favor.
- M. Motion by C. Buff, seconded by C. Hogan, to accept SEQRA resolution, all in favor.

RECOMMENDED ACTION: Upon the recommendation of the Director, the Board of Trustees of the Center for the Free Public Library approves the following resolution: