

**MINUTES OF THE CMFPL TRUSTEES MEETING  
HELD AT THE LIBRARY ON MONDAY, SEPTMEBER 21<sup>st</sup>, 2020**

- I. The meeting was called to order by President Virginia Tyson at 7:05 p.m. Also present were: Jacques LeBlanc, Christine Buff, Deborah Cannarelli, Marcie Litjens, Bob Chesnut, Jacqueline Franke. Absent was: Colleen Hogan
- II. Agenda was approved on a motion made by C. Buff, seconded by J. LeBlanc, all in favor.
- III. Minutes of the August 17, 2020 meeting were approved on a motion made by C. Buff, seconded by J. LeBlanc, all in favor.
- IV. Oath of Office was taken by Jacques LeBlanc
- V. Period of Public Expression – None
- VI. Financial Report – September
  - A. Operating Account Warrant #3 \$157,768.12
  - B. Operating Account Warrant #3A \$ 12,755.65
  - C. Payroll Account Warrant #3B \$137,564.59
  - D. Capital Projects Fund Warrant #3 \$ .00were approved on a motion made by C. Buff, seconded by J. LeBlanc, all in favor.
- VII. Reports.
  - A. President's report: None
  - B. Trustees' reports: None
  - C. Director's report: Director Litjens reported the following: Congratulations to Jacques LeBlanc on his re-election as Trustee of the Library Board. All is going well at the Library. We average 200 patrons per day. Director Litjens recommends extending patron visits to one hour. The librarians have noticed that more students need library services now that school is back in session. However, we are not ready to provide space for tutors at this time. We are looking into getting the library ready for small group meetings. The new library intern is working on the Long Island Collection. A new Social Work intern will be starting in October. Kevin Verbesey provided a service chart to share what other libraries are doing, as well as, what services they are providing. The SCLS bus was here last week to help patrons fill out the census form if needed. We are looking into having a glass recycling container placed on library property. The technology plan is almost ready to be reviewed by the Board. Director Litjens is working on a long range plan for the library for the Board to review. The library attorney has said that the paid leave does not apply to school libraries. It is estimated that an oil to gas conversion will cost approximately \$150,000. The tank is steel. It must be replaced not abandoned. The wall that needs to be replaced will cost approximately \$40,000. The computers will have to be removed once the café is built. A plan was reviewed. The lockers will need to be relocated as the café is being built. Options were discussed. The Friends of the Library had another pop up sale which raised \$300. At this time they are still not collecting donations.
  - D. Additional reports: None
- VIII. Old Business
  - A. Café: Park East reviewed the numbers and all looks good. Looking into widening the sidewalk on the west side of the building as an add alt to bid. Current timeline:
    - 9/30/20 – Plans available
    - 10/6/20 – Interested bidders can meet to walk through the project
    - 10/15/20 – Bids due
    - 10/22/20 – Vet the contractor
    - 11/2/20 – Begin job
    - 4/30/21 – Finish job
    - 5/21/21 – Close out jobConstruction hours will be 7am – 3pm. Montauk Highway is the suggested entrance for construction vehicles.
- IX. Period of Public Expression - None
- X. 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 transfer \$100,000 from Interest Checking to Operating Checking, all in favor.
  - C. Motion by C. Buff, seconded by J. LeBlanc, to voluntarily reduce hours for Library Clerk, Casi Frazier from 20 to 9, all in favor.
  - D. Motion by C. Buff, seconded by J. LeBlanc, to voluntarily reduce hours for Library Clerk, Carol Russell from 20 to 10, all in favor.
  - E. Motion by C. Buff, seconded by J. LeBlanc, to voluntarily reduce hours for Library Clerk, Abbey Knowles from 12.5 to 8, all in favor.
  - F. Motion by C. Buff, seconded by J. LeBlanc, to voluntarily change P/T status of Network Systems Technician, James Egeldalsdal to call in/substitute, all in favor.



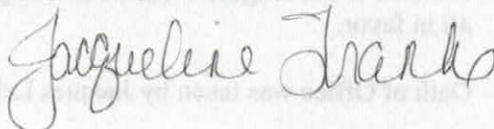
G. Motion by C. Buff, seconded by J. LeBlanc, to hire Security Guard Peter Mastando at \$20.50/hr effective 9/2/2020, all in favor.

H. Motion by C. Buff, seconded by J. LeBlanc, to approve Virtual Class Code of Conduct, all in favor.

XI. Date and time of the next meeting of the Trustees: Monday, October 19, 2020 at 7:00pm in the Children's Room.

XII. There being no further business, tonight's meeting was adjourned at 8:15 p.m. on a motion made by C. Buff, seconded by J. LeBlanc, all in favor.

Respectfully submitted,



Jacqueline Franke  
Secretary to the Board