

**MINUTES OF THE CMFPL TRUSTEES MEETING  
HELD AT THE LIBRARY ON MONDAY DECEMBER 13<sup>th</sup>, 2021**

- I. The meeting was called to order by President Virginia Tyson at 7:00 p.m. Also present were: Jacques LeBlanc, Deborah Cannarelli, Colleen Hogan, Bob Chesnut, Jacqueline Franke. Absent were Christine Buff and Marcie Litjens
- II. Agenda was approved on a motion made by J. LeBlanc, seconded by D. Cannarelli, all in favor.
- III. Minutes of the November 15, 2021 meeting were approved on a motion made by J. LeBlanc, seconded by D. Cannarelli, all in favor.
- IV. Period of Public Expression - None
- V. Financial Report for December
- |                               |     |              |
|-------------------------------|-----|--------------|
| Operating Account Warrant     | #6  | \$118,764.40 |
| Operating Account Warrant     | #6A | \$ .00       |
| Payroll Account Warrant       | #6B | \$145,492.61 |
| Capital Projects Fund Warrant | #6  | \$125,340.50 |
- were approved on a motion made by J. LeBlanc, seconded by D. Cannarelli.
- VI. Reports.
- A. President's report: None
- B. Trustees' reports: None
- C. Director's report: Representing Marcie Litjens, Bob Chesnut reported the following: A preliminary draft of the new budget is in the works. The 2022 meeting dates were discussed. The mask mandate is in effect until January 15, 2022. The café construction is going well. The electric is 95% completed. RCA will go down outside instead of pavement due to oil/gas conversion happening in the near future. The new security desk was delivered today. Jessica passed the notary exam. Once the policy is approved the library can offer notary services. Library clerk changes were discussed. Discussion regarding clerk vacation time was discussed. Reviewed a tentative sign design. Discussed specifics. Discussed the quote received to refurbish the current sign. Trustee LeBlanc brought up concerns about the entrance on the northwest corner of the parking lot. This was discussed. There will be a flu vaccination POD on December 15, 2021. New health kits (blood pressure) were received from AHA and Stony Brook Hospital. They are included in the Library of Things. Juneteenth is now a federal holiday.
- D. Additional reports: None
- VII. Old Business
- A. Cafe: The construction is on point with the two week look ahead.
- B. Computer/Stack Rotation: Drawings for the KI System are in the works.
- C. Oil/Gas Conversion: Discussed using the Bay Shore contract instead of going out to bid. The Board discussed this option as well as the other libraries that have piggybacked using the Bay Shore contract.
- VIII. Period of Public Expression - None
- IX. New Business.
- A. Motion by J. LeBlanc, seconded by D. Cannarelli, to transfer \$150,000 from People's Checking to Payroll Account, all in favor.
- B. Motion by J. LeBlanc, seconded by D. Cannarelli, to transfer \$100,000 from People's Checking to Operating Account, all in favor.
- C. Motion by J. LeBlanc, seconded by D. Cannarelli, to approve Notaries Public Policy, all in favor.
- D. Motion by J. LeBlanc, seconded by D. Cannarelli, to accept the resignation of Library Clerk Janelle Marturano effective 12/30/21, all in favor.
- E. Motion by J. LeBlanc, seconded by D. Cannarelli, to move ahead with the Bay Shore Contract for the Oil/Gas Conversion/Lighting, all in favor.
- X. Date and time of the next meeting of the Trustees: Monday, January 24, 2022 at 7:00pm.
- XI. There being no further business, tonight's meeting was adjourned at 7:25 p.m. on a motion made by J. LeBlanc, seconded by D. Cannarelli, all in favor.

Respectfully submitted,

*Jacqueline Franke*

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Secretary to the Board