

**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY FEBRUARY 28th, 2022**

- I. The meeting was called to order by President Virginia Tyson at 7:00 p.m. Also present were: Jacques LeBlanc, Christie Buff, Colleen Hogan, Bob Chesnut, Jacqueline Franke. Absent was: Deborah Cannarelli
- II. Agenda was approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- III. Minutes of the January 24, 2022 meeting were approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- IV. Period of Public Expression – None
- V. Al Coster reviewed the Audit Report.
- VI. Financial Report for February

Operating Account Warrant	#8	\$207,531.95
Operating Account Warrant	#8A	\$ 5,101.66
Payroll Account Warrant	#8B	\$222,964.89
Capital Projects Fund Warrant	#8	\$331,001.04

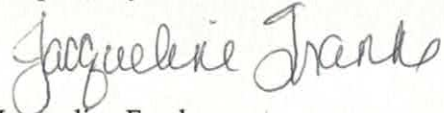
were approved on a motion made by C. Buff, seconded by C. Hogan.
- VII. Reports.
 - A. President's report: The opening of the café was a great success.
 - B. Trustees' reports: None
 - C. Director's report: Marcie Litjens reported the following: We had 973 people attend the soft opening of the café. Hampton Coffee donated over \$600 to the Friends of the Library from their soft opening. Before the café opened, we were seeing an average of 269 patrons a day. Since the opening, we are seeing an average of 365 patrons a day. We have been issuing new library cards. Regarding our hours of operation, it is worth discussing if our hours match up with the demand from the public. In the process of getting pest control quotes. Also getting information about an awning. Options were discussed. Still in the beginning phase. The tree trimmers were on site. We are having trouble with the elevator motherboard. A leak was found in the building. Still trying to identify where it is coming from on the outside. There was an asphalt problem in the driveway. A quick repair was done. A full repair will be done in the future. Myself and Margie will be attending the Eastport South Manor community wellness fair. We will also be attending the street fair in the spring. Discussed moving forward with promoting Bob to Assistant Director.
 - D. Additional reports: None
- VIII. Old Business
 - A. Computer/Stack Rotation: The KI system has been ordered. Should be arriving on May 9th.
 - B. Oil/Gas Conversion: Still working on the state report and waiting on final figures from RENU for the Bayshore Contract.
 - C. Budget: Director Litjens reviewed the proposed budget with the Board.
 - D. Masks: Director Litjens recommends that masks no longer required to be worn by employees.
- IX. Period of Public Expression - None
- X. New Business.
 - A. Motion by C. Buff, seconded by C. Hogan, to transfer \$150,000 from People's Checking to Payroll Account, all in favor.
 - B. Motion by C. Buff, seconded by C. Hogan, to accept the resignation of Accountant, Daniel Layer effective 1/31/22, all in favor.
 - C. Motion by C. Buff, seconded by C. Hogan, to accept the retirement of Library Clerk, Susan Bartles effective 1/31/22, all in favor.
 - D. Motion by C. Buff, seconded by C. Hogan, to accept resignation of Page, Annabelle Cressy effective 2/28/22, all in favor.
 - E. Motion by C. Buff, seconded by C. Hogan, to hire Library Clerk, Susan Bartels at \$16.45/hr effective 2/2/22, all in favor.
 - F. Motion by C. Buff, seconded by C. Hogan, to accept the quote from National Library Relocations for stack rotation in the amount of \$16,128, all in favor.
 - G. Motion by C. Buff, seconded by C. Hogan, to hire Election Inspectors, Steve DeCaro, Linda Kandle and Robert Romano at \$17/hr and Chief Election Inspector, Susan Bartels at \$18/hr, all in favor.
 - H. Motion by _____, seconded by _____, to accept contracted amount of \$_____ (utilizing Bayshore Contract) with Renu for Oil Gas Conversion, Computer/Stack Rotation work, all in favor. TABLED

- I. Motion by C. Buff, seconded by C. Hogan, to transfer \$300,000 from People's Municipal Checking to Operating Account funding Café project, all in favor.
- J. Motion by C. Buff, seconded by C. Hogan, to transfer \$300,000 from People's Operating Account to Dime Capital Projects Account, all in favor.
- K. Motion by C. Buff, seconded by C. Hogan, to allow online external transfers from bank to bank, all in favor.
- L. Motion by C. Buff, seconded by C. Hogan, to amend the employee handbook to reflect uniform vacation time for full time professional and full time non-professional employees, all in favor.

XI. Date and time of the next meeting of the Trustees: Monday, March 21, 2022 at 7:00pm.

XII. There being no further business, tonight's meeting was adjourned at 8:10 p.m. on a motion made by C. Buff, seconded by C. Hogan, all in favor.

Respectfully submitted,



Jacqueline Franke
Secretary to the Board