

**MINUTES OF THE CMFPL TRUSTEES MEETING
HELD AT THE LIBRARY ON MONDAY, JANUARY 22nd, 2024**

- I. The meeting was called to order by President LeBlanc at 7:02 p.m. Also present were: Christine Buff, Kathleen Finnegan, Colleen Hogan, Marcie Litjens, Jacqueline Franke. Absent were: Deborah Cannarelli, Bob Chesnut.
- II. Pledge Of Allegiance
- III. Agenda was approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- IV. Election of Officers
 - A. Motion made by C. Buff, seconded by C. Hogan, to appoint Kathleen Finnegan as Trustee, for the period 1/22/21-6/30/24, all in favor.
 - B. Motion made by C. Buff, seconded by C. Hogan to elect Jacques LeBlanc as President for the period 1/22/24-6/30/24, all in favor.
 - C. Motion made by J. LeBlanc, seconded by C. Buff, to elect Colleen Hogan as Vice President for the period 1/22/24-6/30/24, all in favor.
 - D. Motion made by C. Hogan, seconded by J. LeBlanc, to elect C. Buff as Secretary for the period 1/22/24-6/30/24, all in favor.
- V. Minutes of the December 18th, 2023 Regular meeting was approved on a motion made by C. Buff, seconded by C. Hogan, all in favor.
- VI. Period of Public Expression - None
- VII. Financial Report For December

Operating Account Warrant	#7	\$113,382.88
Operating Account Warrant	#7A	\$ 12,549.01
Payroll Account Warrant	#7B	\$204,381.37
Capital Projects Fund Warrant	#7	\$ 0.00
- VIII. Reports
 - A. President's report: President LeBlanc spoke about the café lounge area and possible adjustments to the seating. Also asked for employees to watch for people using the space for tutoring. Also discussed the trustee training.
 - B. Trustees' reports: None
 - C. Director's report: Director Litjens reported the following: The Tide ran an article in January about the Friends of the Library book sale. There will be an article in The Tide in February about the new parking lot. We had a total of 199,098 patrons in the library in calendar year 2023 as compared to 179,184 in 2022. The Overdrive check out numbers in 2023 were 72,592 as compared to 62,579 in 2022. There was an article in Newsday about the Friends of the Library vintage book sale. A letter from a patron was shared with the trustees. The audit was completed. Al Coster will be at the February meeting to present. The library is required to comply with early voting. SCLS will be having a meeting entitled The Future of Libraries. All trustees are invited to attend. Staff chairs are showing their age. Looking into purchasing from state contract. Discussion ensued.
 - D. Additional reports: None
- VIII. Executive Session
 - A. Motion by C. Buff, seconded by C. Hogan, to enter into Executive Session at 7:47 p.m. to discuss a personnel matter, all in favor.
 - B. Motion by C. Buff, seconded by C. Hogan to resume Regular Session at 8:00 p.m., all in favor.
- IX. Old Business
 - A. Oil/Gas and interior alterations: BBS has closeout papers; reviewing.
 - B. Site Improvement Plan (parking lot): Waiting for word from SED.
 - C. Director Evaluation: Completed
 - D. Budget: Reviewed a working copy of the operating budget for 2024-2025.
 - E. Cafe: Discussed rent.
- X. Period of Public Expression – None

XI. New Business.

- A. Motion by C. Buff, seconded by C. Hogan, to transfer \$275,000 from M&T Checking to Payroll Account, all in favor.
- B. Motion by C. Buff, seconded by C. Hogan, to hire Library Clerk, Casey Shea at \$16/hr effective 1/5/24, all in favor .
- C. Motion by C. Buff, seconded by C. Hogan, to promote Library Clerk Sabrina Distefano to Librarian Trainee effective 1/4/24, all in favor.
- D. Motion by C. Buff, seconded by C. Hogan, to approve Advocacy Day expenses in Albany on 2/6-2/7 for Marie Litjens, not to exceed \$450, all in favor.
- E. Motion by C. Buff, seconded by C. Hogan, to hire Chief Election Inspector, Steven DeCaro at \$21/hr, all in favor.
- F. Motion by C. Buff, seconded by C. Hogan, to revise the budget vote and election legal notice, all in favor.

XII. Date and time of the next meeting of the Trustees: Monday, February 26, 2024 at 7:00pm.

XIII. There being no further business, tonight's meeting was adjourned at 8:25 p.m. on a motion made by C. Buff, seconded by C. Hogan, all in favor.

Respectfully submitted,



Jacqueline Franke
Secretary to the Board