

**MINUTES OF THE CMFPL TRUSTEES MEETING  
HELD AT THE LIBRARY ON MONDAY, MAY 11, 2026**

- I. The meeting was called to order by President LeBlanc at 6:00 p.m. Also present were: Christine Buff, Kathleen Finnegan, Colleen Hogan, Marcie Litjens, Jacqueline Franke, Bob Chesnut  
Deborah Cannarelli arrived at 6:40 p.m.
- II. Agenda was approved on a motion made by C. Buff, seconded by K. Finnegan, all in favor.
- III. Presentation – Al Coster – Annual Audit report for period ending June 3, 2025
- IV. Minutes of the April 13, 2026 Regular meeting was approved on a motion made by C. Buff, seconded by K. Finnegan, all in favor.
- V. Period of Public Expression - None
- VI. Financial Report For April
- |                               |      |              |
|-------------------------------|------|--------------|
| Operating Account Warrant     | #11  | \$136,383.55 |
| Operating Account Warrant     | #11A | \$ 12,570.01 |
| Payroll Account Warrant       | #11B | \$185,680.37 |
| Capital Projects Fund Warrant | #11  | \$ 19,199.00 |
- were approved on a motion made by C. Buff, seconded by K. Finnegan.
- VII. Reports
- A. President's report: President LeBlanc reported the following: The Director's report is excellent. Myself and Director Litjens have been discussing the Five Year Plan and the idea of the Board having their own long range goals. Discussed future Director's review. President LeBlanc, Vice President Finnegan and Trustee Cannarelli attended the Trustee training on April 15, 2026.
- B. Trustees' reports: None
- C. Director's report: Director Litjens reported the following: The New Smart Board was received and installed in the Children's Activity room. Teen department reports and increase in using and hanging out in our space, particularly the Calm Corner. Windowing is currently in progress for the Biography section. Several clerks and Head of Circulation attended a cataloging class. FOL donated \$995 for Children's Summer Reading Club prizes. Metal sign was made and hung with rules for the play area. New contract with pest control is less expensive. Planters will be arriving shortly and are being constructed by custodial staff. Leak in hallway ceiling tile. HVAC called for repair. The Budget passed. Discussed the use of positive pay with the bank. Discussed the option of combining banks. Discussed getting a rubber stamp for Jim Ryan to sign checks. Reviewed credit card (public) policy and changes being made. Reviewed NYS annual report. Initiated partnership with Balloon Mission organization to become a recycling point. Box is placed alongside plastic and eye glass recycling. 83% of the initiative has been completed. CPR/AED class was offered to staff on April 30, 2026.
- D. Additional reports: None
- VIII. Old Business
- A. Community Room: Need to get samples. Discussed when to start the renovation.
- B. Long Range Plan: President LeBlanc began discussion. Director Litjens will put together actionable items.
- IX. New Business.
- A. Motion by C. Buff, seconded by K. Finnegan, to transfer \$200,000 from M&T Municipal to Payroll Account, all in favor.
- B. Motion by C. Buff, seconded by K. Finnegan, to accept the resignation of Substitute Librarian, Mary McNulty effective 4/19/26, all in favor.
- C. Motion by C. Buff, seconded by K. Finnegan, to review and approve credit card policy, all in favor.
- D. Motion by C. Buff, seconded by K. Finnegan, to approve New York State Annual Report, all in favor.
- E. Motion by C. Buff, seconded by K. Finnegan, to approve use of Rubber Stamp for James Ryan, all in favor.
- X. Date and time of the next meeting of the Trustees: Monday, June 8, 2026 at 6:00 p.m.
- XI. There being no further business, tonight's meeting was adjourned at 7:42 p.m. on a motion made by C. Buff, seconded by K. Finnegan, all in favor.

Respectfully submitted,

*Jacqueline Franke*

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Secretary to the Board