

## **CPL Monthly Board of Trustees Meeting**

Wednesday, November 20th, at 6:30 pm

Present: Jason, Michael P, Stephanie, Patrick, Katherine, Michael H

Also present: Diana Reding

### **Agenda**

1. Call to Order - 6:35

2. Adoption of agenda

Michael made the motion, Katie seconded the motion, and the motion passed in favor.

3. Approval of prior meeting minutes from October 16th as amended

Katherine made the motion, Stephanie seconded the motion, and the motion passed in favor.

4. Period of public expression - none

5. Correspondence

6. Treasurer/Finance Officer's Report

a. Monthly report - Katie motioned to approve the monthly Treasurer's report, Stephanie seconded the motion, and the motion passed in favor.

b. Approval of bills - Michael made the motion to approve the payment of the monthly bills, Stephanie seconded the motion, and the motion passed in favor.

7. Director's Report - available under separate cover

a. Discussion on issues with the thermostat.

8. Committee Reports -

a. Finance subcommittee (Patrick, Stephanie)

i. M&T CD was renewed for 12 months @ 3.49%.

b. Personnel Committee (Jessica, Stephanie)

- i. Checked with civil service about a building maintenance position.

Discussion on what the duties would entail.

- c. Buildings and Grounds (Katie, Michael P)

- i. Furnace inspection by Triton Mechanical
- ii. Motion to sign a 1-year service contract with Triton Mechanical by Katie, 2nd by Stephanie, and the motion passed in favor.
- iii. RFP for design services

- d. Policy Committee (Michael P, Katie)

- i. Bylaws have been updated

- e. Community outreach committee (Katie, Michael P, Jessica)

9. Unfinished Business

- a. Reviewed trustee training requirements

10. New Business

- a. Mike Hobbs signed the oath of office to be a trustee

11. Adjournment 8:05 pm - Katie motioned to adjourn the meeting, Stephanie seconded the motion, and the motion passed in favor.

A handwritten signature in black ink, appearing to be "Michael P. [unclear]", written in a cursive style.