



Board of Trustees

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**Minutes: Regular Meeting
Thursday, April 18, 2019 at 2 PM
Library Meeting Room at the Library/Community Center**

Members Present: Mary Fatsi, Robert LaChance, Donna Lynch, Anna Naum, Bernadette Quercia, and Aileen Witkowski

Staff Present: Alison Boutaugh, Library Director and Linda Kaplan, Recording Secretary

Guests Present: None

Members Not Present: None

Robert LaChance called the meeting to order at 2:05 PM.

Secretary's Report:

- 1- Donna Lynch moved and Anna Naum seconded the motion to accept the Secretary's minutes of the March 21, 2019 Regular Meeting.** Donna Lynch pointed out a typographical error. **The motion carried unanimously.**

Correspondence:

- 1- Alison Boutaugh handed out copies of an invitation to the board members for an event hosted by the Economic Development Commission and the Selectmen's Office on June 5, 2019.**

Financial Report:

- 1- Alison Boutaugh reported that the oil delivery contract has shorted the library 1000 gallons of oil this year. She has repeatedly called the oil delivery company and has notified the appropriate town officials concerning this problem.**
- 2- Anna Naum moved and Aileen Witkowski seconded the motion to accept the Financial Report.** There was no discussion. **The motion carried unanimously.**

Director's Report:

- 1- Alison Boutaugh reviewed the Director's Report.**
- 2- Anna Naum moved and Bernadette Quercia seconded the motion to accept the Director's Report.** There was no discussion. **The motion carried unanimously.**

Old Business:

- 1- Buildings and Grounds Update:**
 - a. Alison Boutaugh reported that work on replacing the alarm panel will begin on May 2, 2019. She also stated that the cameras in the parking lot will be replaced with grant money.**
- 2- Children's Reading Area Project:**
 - a. Alison Boutaugh reported that the project is on schedule. Shelves, a window shade, and signpost will be installed soon, and the walls have been painted.**

Old Business (cont'd):

- b. Alison Boutaugh requested a purchase for three large stools for the Children's Section. **Donna Lynch moved and Anna Naum seconded the motion to purchase three large stools for a maximum amount of \$663.69.** There was no discussion. **The motion carried unanimously.**
- c. Donna Lynch offered to donate a set of 30 frames for the Children's Section that Alison Boutaugh suggested purchasing.
- 3- 25th Celebration of the Riverside Drive building:
 - a. Alison Boutaugh reviewed the budget for the celebration on May 18th, which includes the cost of a performer, postage, miscellaneous supplies, and invitations. Newly-arrived invitations were given out to the meeting attendees.
 - b. Mary Fatsi offered to donate the cost of purchasing the refreshments for the event.
 - c. A scavenger hunt of little men in teal, purple, and silver will be leading up to the celebration.
 - d. Robert LaChance suggested offering two door prizes for the event. In lieu of the frames, which is now generously being donated, he suggested using the money towards door prizes. He and Alison Boutaugh will select the door prizes. **Anna Naum moved and Mary Fatsi seconded the motion to purchase door prizes at a maximum amount of \$150.** There was no discussion. **The motion carried unanimously.**
- 4- FY20 Budget:
 - a. Robert LaChance reported that the 2020 Library budget funds were restored and the budget passed.
- 5- Website:
 - a. Alison Boutaugh reported on her research regarding a new website design. Robert LaChance suggested the Board continue the discussion at the next regular meeting.

New Business: None

Citizens' Comments: None

Trustees' Comments:

- 1- Bernadette Quercia complimented Alison Boutaugh on her cooperation during the process of redesigning the Children's Section and thanking Alison and her staff for their hard work and dedication.

Announcements:

- 1- The next Regular Meeting will be held on Thursday, May 16, 2019 at 2 PM at the Library/Community Center.

Adjournment:

- 1- Robert LaChance adjourned the meeting at 3:55 PM.

Linda Kaplan

Linda Kaplan, Recording Secretary

LBT 4-18-19

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