



Board of Trustees

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**Minutes Regular Meeting
Thursday, April 15, 2021 at 2 PM
at the Library/Community Center**

Members Present: 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: Mary Fatsi

Robert LaChance called the meeting to order at 2:03 PM.

Secretary's Report:

- 1- Donna Lynch moved and Aileen Witkowski seconded the motion to accept the Secretary's Report as presented. There was no discussion. The motion carried unanimously.**

Correspondence: None

Financial Report:

- 1- Alison Boutaugh reviewed the Financial Report, explaining that the budget is on track for this year.
 - a. The Children's Library is getting ready to open the Children's Play Corner soon. The Board of Trustees voted to purchase a sterilization unit for the play corner as part of the grant money that was awarded to the library last fall. After a lengthy discussion, Robert LaChance offered to look into the purchase order for the sterilization unit and follow up with more information.****
- 2- Donna Lynch moved and Anna Naum seconded the motion to accept the Financial Report as presented "with concern" about the sterilization unit. There was no further discussion. The motion carried unanimously.**

Director's Report:

- 1- Alison Boutaugh reviewed the Director's Report, which included a review of meetings and workshops, programs, Bibliomation updates, the management of the library's collections, two new photocopiers, and Covid 19 updates.**
- 2- Anna Naum moved and Bernadette Quercia seconded the motion to accept the Director's Report. There was additional discussion on personnel changes and a grant that the library will be receiving as part of Covid relief. The motion carried unanimously.**

Old Business:

1- Buildings and Grounds Updates:

- a. Alison Boutaugh discussed the need to replace the lighting over the circulation desk as soon as possible. The Board had already voted to replace both tiers of lightbulbs over the circulation desk. Alison has left several messages for the contractor and has not had a response. She will try once more, but if there is no response, she will find another contractor.
- b. Alison Boutaugh said that different valves in the boiler room are leaking extensively and that one of the heating pumps needs to be replaced before next winter.

2- FY2022 Budget

- a. Alison Boutaugh discussed the town's budget workshops. The Board discussed the possible changes to library's budget.

New Business: None

Citizens' Comments: None

Trustees' Comments: None

Announcements:

- 1- The next Regular Meeting will be held on Thursday, May 20, 2021 at 2 PM at the Library/Community Center.

Adjournment:

- 1- **Anna Naum moved and Aileen Witkowski seconded the motion to close the meeting.** There was no discussion. **The motion carried unanimously.**
- 2- Robert LaChance adjourned the meeting at 3:10 PM.



Linda Kaplan, Recording Secretary

LBT 4-15-2021