



Board of Trustees

Page 1 of 2

**Minutes Regular Meeting
Thursday, May 20, 2021 at 2 PM
at the Library/Community Center**

Members Present: Robert LaChance, Donna Lynch, Anna Naum, and Aileen Witkowski
Staff Present: Alison Boutaugh, Library Director, and Linda Kaplan, Recording Secretary
Guests Present: None
Members Not Present: Mary Fatsi and Bernadette Quercia

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.**

Motion to Amend Agenda:

- 2- Aileen Witkowski moved and Donna Lynch seconded the motion to add New Business to today's agenda. There was no discussion. The motion carried unanimously.**

Correspondence: None

Financial Report:

- 1- Aileen Witkowski moved and Anna Naum seconded the motion to accept the Financial Report. There was discussion regarding fuel delivery. The motion carried unanimously.**

Director's Report:

- 1- Anna Naum moved and Donna Lynch seconded the motion to approve a new sign encouraging library patrons to continue wearing masks. There was discussion the need to protect unvaccinated children who use the library. The motion carried unanimously.**
- 2- Anna Naum moved and Aileen Witkowski seconded the motion to allow Alison Boutaugh to apply for the ARPA \$3000 grant as she sees fit according to the program's qualifications and guidelines. Donna Lynch mentioned that the Board of Trustees will meet before the application has to be filed and asked Alison to bring the plan to the next meeting. The motion carried unanimously.**
- 3- The Board agreed to send a memo to the Board of Selectmen to inquire about the purchase order for the sterilization unit that was voted on with the initial grant money last fall.**

Director's Report (cont'd):

- 4- **Donna Lynch moved and Anna Naum seconded the motion to accept the Director's Report.** There was no further discussion. **The motion carried unanimously.**

Old Business:

- 1- Buildings and Grounds Updates:
 - a. Alison Boutaugh stated that the Building Maintenance Days will be held on the Friday and Saturday of Memorial Day weekend.
- 2- FY21 Budget
 - a. Alison Boutaugh discussed increasing payroll for library personnel with the FY21 budget money.
 - b. **Donna Lynch moved and Anna Naum seconded the motion to give wage increases to library personnel retroactively, going back to January, 2021.** The FY21 budget was discussed. **The motion carried unanimously.**
- 3- **Anna Naum moved and Aileen Witkowski seconded the motion to approve giving a wage increase to the library's morning custodian and sending the request in a memo to the Board of Selectmen.** There was no discussion. **The motion carried unanimously.**

New Business:

- 1- Personnel Matter – Probationary Employee
 - a. **Anna Naum moved and Donna Lynch seconded the motion to approve making the library's probationary employee a permanent employee and provide the appropriate pay raise for the position.** There was no discussion.. **The motion carried unanimously.**
- 2- Approve Final FY22 budget
 - a. **Aileen Witkowski moved and Donna Lynch seconded the motion to remove approval of the FY22 budget from the agenda.** It was discussed that the budget was considered during the budget process already and no further action was necessary. **The motion carried unanimously.**
- 3- Approve the use of grant funds for the FY22 Children's Book Account
 - a. **Anna Naum moved and Donna Lynch seconded the motion to approve using the \$4,540 grant funds from the Connecticut payment for the FY22 Children's Book Account.** There was no discussion. **The motion carried unanimously.**

Citizens' Comments: None

Trustees' Comments: None

Announcements:

- 1- The next Regular Meeting will be held on Thursday, June 17, 2021 at 2 PM at the Library/Community Center.

Adjournment:

- 1- Robert LaChance adjourned the meeting at 3:33 PM.

Linda Kaplan

Linda Kaplan, Recording Secretary

LBT 5-20-2021