



Board of Trustees

**Minutes Regular Meeting
Thursday, October 21, 2021 at 2 PM
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 2:01 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 Library Year-to-Date Budget Report. She also handed out reports on the Library Grant Fund and the Library Trust Fund, explaining that she would review them for accuracy. Alison pointed out in the Library Repair Transfer Account that expenditures for Covid safety were reimbursed by FEMA
- 2- Alison requested funds from the Trust Fund Balance to update the staff room and replace broken appliances.
- 3- Anna Naum moved and Donna Lynch seconded the motion to allow Alison to use no more than \$500 from the Trust Fund Balance for updating the staff room and replacing broken appliances. There was no further discussion. The motion carried unanimously.**
- 4- Donna Lynch moved and Bernadette Quercia seconded the motion to accept the Financial Report. There was no discussion. The motion carried unanimously.**

Director's Report:

- 1- Alison Boutaugh discussed information she received at some meetings she attended with other librarians. She was pleased that visitors to Community Day were impressed by the services the library provides to the community and that the Friends Book Sale was a great success.
- 2- Alison Boutaugh discussed changes in staffing and was pleased that a new snow blower was bought for the library/community building.
- 3- **Anna Naum moved and Bernadette Quercia seconded the motion to accept the Director's Report as presented.** There was no further discussion. **The motion carried unanimously.**

Old Business:

- 1- Buildings and Grounds Updates:
 - a. Alison Boutaugh said that the interior set of the front door sliders needed servicing, the boilers were serviced for heating and the cooling tower was winterized..

New Business: None

Citizens' Comments: None

Trustees' Comments:

- 1- Robert LaChance requested an Executive Session.
- 2- **Donna Lynch moved and Aileen Witkowski seconded the motion to begin an Executive Session.** There was no discussion. **The motion carried unanimously.**

Announcements:

- 1- The next Regular Meeting will be held on Thursday, November 18, 2021 at 2 PM at the Library/Community Center.

Adjournment:

- 1- Robert LaChance adjourned the meeting at 3:20 PM.



Linda Kaplan, Recording Secretary

LBT 10-21-2021