



Board of Trustees

Page 1 of 3

**Minutes Regular Meeting
Thursday, January 20, 2022 at 2 PM
at the Library/Community Center**

Members Present: Robert LaChance, Donna Lynch, Bernadette Quercia, and Aileen Witkowski

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

Guests Present: None

Members Not Present: Mary Fatsi and Anna Naum

Robert LaChance called the meeting to order at 2:20 PM.

Secretary's Report:

- 1- **Donna Lynch moved and Bernadette Quercia seconded the motion to accept the Secretary's Report of November 18, 2021 as presented.** There was no discussion. **The motion carried unanimously.**

Correspondence: None

Financial Report:

- 1- Alison Boutaugh reviewed the Year-to-Date Budget Report.
- 2- **Bernadette Quercia moved and Donna Lynch seconded the motion to accept the Financial Report.** There was no further discussion. **The motion carried unanimously.**

Director's Report:

- 1- Alison Boutaugh reviewed the Director's Report. Alison mentioned that the Gingerbread Family Fun program was a great success. Alison Boutaugh also discussed the purchase of three Chromebooks.
- 2- Alison Boutaugh was pleased to announce that the position of Library Clerk has been filled.
- 3- **Donna Lynch moved and Bernadette Quercia seconded the motion to accept the Director's Report as presented.** There was no discussion. **The motion carried unanimously.**

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Old Business:

- 1- Buildings and Grounds Updates:
 - a. Alison Boutaugh said that there had been a problem with the alarm panel on January 18, 2022.
 - b. **Donna Lynch moved and Aileen Witkowski seconded the motion to authorize the repair of the alarm panel.** There was no discussion. **The motion carried unanimously.**

New Business:

- 1- **Aileen Witkowski moved and Donna Lynch seconded the motion to accept the Kindle ebook reader agreement.** There was no discussion. **The motion carried unanimously.**
- 2- The FY2022/23 budget proposals were discussed. Alison Boutaugh reviewed date and time availability for the workshops and will let the Board know when they will be placed on the schedule.
 - a. The Board reviewed the Capital Funds list of projects for FY2022/23. Robert LaChance asked Alison Boutaugh to review the list by priority needs. A lengthy discussion continued with all Board members.
 - b. Alison Boutaugh reviewed and discussed the FY2022/23 proposed wages for library staff and proposed Library Administration budget.
 - c. Alison Boutaugh also reviewed the proposed FY2022/23 Building Budget.
 - d. **Donna Lynch moved and Bernadette Quercia seconded the motion to accept the FY2022/23 Building Budget proposed by Alison Boutaugh.** There was no further discussion. **The motion carried unanimously.**

Executive Session:

- 1- **Donna Lynch moved and Aileen Witkowski seconded the motion to go into Executive Session.** There was no discussion. **The motion carried unanimously.**
- 2- Alison Boutaugh said that the probationary period for Heather Hibbard has ended and recommends permanent employment status be extended to Heather with appropriate salary.
- 3- **Donna Lynch moved and Aileen Witkowski seconded the motion to end Executive Session.**
- 4- **Donna Lynch moved and Bernadette Quercia seconded the motion to extend to Heather Hibbard permanent employment status.** There was no further discussion. **The motion carried unanimously.**

Executive Session:

- 5- **Donna Lynch moved and Aileen Witkowski seconded the motion to go into Executive Session for a workshop for a staff evaluation system.** 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, February 17, 2022 at 2 PM at the Library/Community Center.

Adjournment:

- 1- Robert LaChance adjourned the meeting at 4:15 PM.



Linda Kaplan, Recording Secretary

LBT 1-20-2022