



## *Board of Trustees*

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### **Minutes Special Meeting Thursday, April 28, 2022 at 2 PM at the Library/Community Center**

Members Present: Robert LaChance, Mary Fatsi, Donna Lynch, and Aileen Witkowski

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

Guests Present: None

Members Not Present: Anna Naum and Bernadette Quercia,

**Robert LaChance called the meeting to order at 2:12 PM.**

#### ***Secretary's Report:***

- 1- **Donna Lynch moved and Mary Fatsi seconded the motion to accept the Secretary's Report of March 17, 2022. The motion carried unanimously.**
- 2- Alison Boutaugh and Aileen Witkowski stated that there needed to be few corrections in the minutes.
- 3- **Donna Lynch moved and Mary Fatsi seconded the motion to withdraw the motion to accept the Secretary's Report of March 17, 2022.**
  - a. Alison Boutaugh asked to correct the first item in the Director's Report: *"one staff member will be attending the Computers in Libraries Conference from March 28 - 31st."* Add: *"Two staff members will attend the CLA Library Conference in Hartford May 3-4."*
  - b. The second correction is in Old Business under Buildings and Grounds: c-. Alison asked that the minutes be corrected to read: *"Alison said that she spoke to the delivery service twice to complain."*
  - c. The third correction under Buildings and Grounds: d- **"Alison Boutaugh gave the Board photographs of various types of bollards ..."**
  - d. Under Citizens Comments, Aileen Witkowski asked to correct the spelling of *"complimenting"* in the last sentence.
- 4- **Donna Lynch moved and Mary Fatsi seconded the motion to accept the Secretary's Report of March 17, 2022 as amended. There was no further discussion. The motion carried unanimously.**

***Correspondence:*** None

#### ***Financial Report:***

- 1- Alison Boutaugh reviewed the Financial Report.
- 2- **Mary Fatsi moved and Aileen Witkowski seconded the motion to accept the Financial Report as presented. There was no discussion. The motion carried unanimously.**

***Director's Report:***

- 1- Alison Boutaugh reviewed the recent meetings and workshops that she and staff members attended in March and April.
- 2- Alison Boutaugh said that, while participating in Passport to CT Libraries, the library received many visitors who mentioned that they were greatly impressed with the Thompson Library.
- 3- **Donna Lynch moved and Aileen Witkowski 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 said that the old HVAC computer was replaced on April 19<sup>th</sup> and that the issues with the alarm panel had been resolved. She also stated that the hot water tank serving the staff room and bathroom had to be replaced because of a significant leak.
  - b. Alison Boutaugh mentioned that plans are underway for building maintenance days to take place on May 27 – 28, 2022.
- 2- FY23 Budget Update:
  - a. Alison Boutaugh said that the FY23 budget has been approved and will go to a budget referendum on May 16, 2022.

***New Business:*** None

***Citizens' Comments:*** None

***Trustees' Comments:*** None

***Executive Session:***

- 1- **Donna Lynch moved and Aileen Witkowski seconded the motion to go into Executive Session at 2:50 P.M. for the purpose of a reviewing the workshop for the Staff Evaluation System.** There was no discussion. **The motion carried unanimously.**
- 2- The Board came out of Executive Session at 3:10 P.M. No further action was taken at this time.

***Announcements:***

- 1- The next Regular Meeting will be held on Thursday, May 19, 2022 at 2 PM at the Library/Community Center.



Linda Kaplan, Recording Secretary

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LBT 4-28-2022

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