



## *Board of Trustees*

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### **Minutes Regular Meeting Thursday, February 17, 2022 at 2 PM at the Library/Community Center**

Members Present: Robert LaChance, Mary Fatsi, 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 2:05 PM.**

#### *Secretary's Report:*

- 1- **Donna Lynch moved and Aileen Witkowski seconded the motion to accept the Secretary's Report of January 20, 2022 as presented.** There was no discussion. **The motion carried unanimously.**
- 2- **Donna Lynch moved and Aileen Witkowski seconded the motion to withdraw the motion to accept the Secretary's Report of January 20, 2022 as presented.** There was a discussion regarding the Executive Sessions, the first to be amended as follows:
  - a. Add: ***"to go into Executive Session for the purpose of discussing an employee matter at 3:19 P.M."***
  - b. Add: ***"The Board of Trustees came out of Executive Session at 3:20 P.M."***
  - c. Amend: ***"Donna Lynch moved and Bernadette Quercia seconded the motion to extend Healthier Hibbard permanent employment status.*** There was no further discussion. **The motion carried unanimously."**
  - d. The second Executive Session should be amended as follows:
    - 1) ***"At 3:20 P.M. Donna Lynch moved and Aileen Witkowski seconded the motion to go into a second Executive Session for the purpose of discussing a staff evaluation system.*** There was no discussion. **The motion carried unanimously."**
    - 2) ***"The Board came out of Executive Session at 4:15 P.M. No further action was taken at his time."***
- 3- **Donna Lynch moved and Aileen Witkowski seconded the motion to accept the Secretary's Report of January 20, 2022 as amended.** There was no further discussion. **The motion carried unanimously.**

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*Executive Session:*

- 1- **Anna Naum moved and Bernadette Quercia seconded the motion to add an Executive Session to the meeting agenda for the purpose of a workshop for a staff evaluation system.** There was no discussion. **The motion carried unanimously.**

*Correspondence:* None

*Financial Report:*

- 1- Alison Boutaugh reviewed the Financial Report, highlighting the increase in the electric bill.
- 2- **Anna Naum moved and Bernadette Quercia seconded the motion to accept the Financial Report as presented.** There was no further discussion. **The motion carried unanimously.**

*Director's Report:*

- 1- Alison Boutaugh reviewed the Director's Report. Board members commented on the library's display case, appreciating the contents each month and observing children enjoying the displays.
- 2- **Donna Lynch moved and Anna Naum seconded the motion to accept the Director's Report as presented.** There was no discussion. **The motion carried unanimously.**

*Old Business:*

- 1- Buildings and Grounds Updates:
  - a. Alison Boutaugh mentioned that the alarm panel and sprinkler system was recently resolved.

*New Business:*

- 1- **Donna Lynch moved and Aileen Witkowski seconded the motion to spend up to \$1000 from the Trust Fund for Alison Boutaugh to attend the virtual Computers in Libraries Conference in March and for a maximum of 4 library staff members to attend the CT Library Conference in Hartford in early May.** Alison Boutaugh discussed the benefits of attending the conferences. There was no further discussion. **The motion carried unanimously.**

*Citizens' Comments:* None

*Trustees' Comments:*

- 1- Robert LaChance discussed the budget presentation and brought up the need to plan projects that require attention, using the funds in the Capital Budget Fund.
- 2- **Donna Lynch moved and Bernadette Quercia seconded the motion to authorize Alison Boutaugh to use the Capital Budget Fund to replace three items, specifically the boiler, front doors, and telephone system.** There was no further discussion. **The motion carried unanimously.**

***Announcements:***

- 1- The next Regular Meeting will be held on Thursday, March 17, 2022 at 2 PM at the Library/Community Center.

***Executive Session:***

- 1- **Donna Lynch moved and Aileen Witkowski seconded the motion to go into Executive Session at 3:10 P.M. for the purpose of a workshop for a staff evaluation system. There was no discussion. The motion carried unanimously.**
- 2- The Board came out of Executive Session at 3:30 P.M. No further action was taken at this time.

***Adjournment:***

- 1- **Anna Naum moved and Bernadette Quercia seconded the motion to adjourn the meeting at 3:31 PM. There was no further discussion. The motion carried unanimously.**



Linda Kaplan, Recording Secretary

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LBT 2-17-2022