



*Board of Trustees*

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

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

**Robert LaChance called the meeting to order at 2:00 PM.**

***Secretary's Report:***

- 1- Alison Boutaugh mentioned that Bill Steglitz's name had a typographical error under Citizen's Comments.
- 2- **Aileen Witkowski moved and Anna Naum seconded the motion to accept the Secretary's Report of October 20, 2022 as presented.** Alison Boutaugh said that close to \$2000 were paid to close out prior purchase orders before last month's meeting. **The motion carried unanimously.**

***Correspondence:*** None

***Financial Report:***

- 1- The Board reviewed the Financial Report.
- 2- **Anna Naum moved and Bernadette Quercia seconded the motion to accept the Financial Report as presented.** There was no discussion. **The motion carried unanimously.**

***Director's Report:***

- 1- Alison Boutaugh said that the New England Library Conference was very informative. She also said that the library was going to be launching a "Family Version" 2023 Reading Challenge.
- 3- **Bernadette Quercia 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:
  - a. Alison Boutaugh said that antique clock had been repaired and that an electrician replaced the bulbs and ballasts in the main lobby and at the circulation desk.

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***Old Business (Cont'd):***

- b. Standing water was found in the sump area of the oil tank fill. Service Station Equipment was called to remove the water and any hazardous waste.
- c. Alison Boutaugh was pleased to report that the Board of Selectmen approved the building projects to replace Boiler #1 and replace both sets of the main entry automatic doors.
- d. The exterior doors in Community Room 1 are scheduled to be replaced on Monday, November 21, 2022.
- e. **Bernadette Quercia moved and Anna Naum seconded the motion to upgrade the parking lot lights to LED lights.** There was no further discussion. **The motion carried unanimously.**

***New Business:***

- 1- **Anna Naum moved and Aileen Witkowski seconded the motion to move the Reference Desk to a more forward area in the library.** The Board was shown where the Reference Desk would move to and there was some discussion about where some tables would be placed. **The motion carried unanimously.**

***Citizens' Comments:*** None

***Trustees' Comments:***

- 1- Robert LaChance thanked the Board members for hosting a breakfast for the library staff.

***Adjournment:*** The Board adjourned at 3:27 PM.

***Announcements:***

- 1- The next Regular Meeting of the Library Board of Trustees will be held on Thursday, December 15, 2022 at 10 AM at the Library/Community Center.



Linda Kaplan, Recording Secretary

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LBT 11-17-2022

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