



Board of Trustees

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

Members Present: Robert LaChance, Donna Lynch, Anna Naum, and Aileen Witkowski
Staff Present: Alison Boutaugh, Library Director, and Linda Kaplan, Recording Secretary
Guests Present: Amy St. Onge, First Selectman and Bill Steglitz, Finance Director
Members Not Present: Mary Fatsi and Bernadette Quercia

Citizens' Comments:

- 1- Bill Steflitz began discussing the open encumbrances that were pending for the Library/Community Center in Fiscal Year 2022 at 2:04 PM. Bill and Amy St. Onge wanted to know which budget items could be returned to the town to decrease the town's overage budget for 2022.
- 2- Alison Boutaugh explained to the Board of Trustees, Bill Steglitz and Amy St. Onge which orders she already placed and were pending payment. Board members asked several questions before deciding to take a vote.

Robert LaChance called the meeting to order at 2:37 PM.

- 1- **Donna Lynch moved and Aileen Witkowski seconded the motion to return \$2804 to the town, which is part of the current 2022 library budget's open fiscal status as outlined by Bill Steglitz.** There was further discussion regarding next year's budget process. **The motion carried unanimously.**

Secretary's Report:

- 1- Alison Boutaugh pointed out a mistake in the minutes from the September 22, 2022 minutes. Under Old Business (b), the correct date should be July 5, 2022.
- 2- **Anna Naum moved and Donna Lynch seconded the motion to accept the Secretary's Report of September 22, 2022 as corrected.** There was no discussion. **The motion carried unanimously.**

Correspondence: None

Financial Report:

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

Director's Report:

- 1- Alison Boutaugh pointed out that the Gingerbread Family event will not be held this December, but the Library will offer two sessions of Very Merry Storytime, with funding from the Friends of the Library.
- 2- Alison also discussed that the antique clock is out for repair work and will be updated to run by batteries.
- 3- Alison mentioned that the picnic tables that were outside in front of the library have been removed.
- 4- Alison said that attendance at the Library has increased and that 114 new library cards have been issued in the last 3 months.
- 5- **Anna Naum 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 said that the cooling tower was winterized yesterday, that the new doors for the Library have been ordered, and that the town is waiting for a contract to replace the roof.
 - b. Alison Boutaugh reported that all the outside light fixtures are now in working order. The electrician suggested switching to LEDs. Alison said that LEDs are finally available and the LED rebates are still active. She mentioned that LED lights would reduce the electric bill.
 - c. **Anna Naum moved and Donna Lynch seconded the motion to look into changing 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 accept the 2023 Library Board of Trustees Meeting Calendar.** There was no discussion. **The motion carried unanimously.**
- 2- **Anna Naum moved and Donna Lynch seconded the motion to accept the 2023 Holiday Calendar.** There was no discussion. **The motion carried unanimously.**

Trustees' Comments:

- 1- Robert LaChance suggested that the Board of Trustees plan and host a Holiday breakfast for the Library staff on Wednesday, November 16, 2022 at 9 AM. All members agreed and offered to bring supplies and food.

Adjournment: The Board adjourned at 3:50 PM.

Announcements:

- 1- The next Special Meeting of the Library Board of Trustees will be held on Wednesday, November 16, 2022 at 10 AM at the Library/Community Center.

934 Riverside Drive ~ North Grosvenordale, CT 06255
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Linda Kaplan

Linda Kaplan, Recording Secretary

LBT 10-20-2022

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