



*Board of Trustees*

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**Minutes Regular Meeting  
Thursday, November 16, 2023 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: Linda Jarmolowicz

Members Not Present: None

**Robert LaChance called the meeting to order at 2:06 PM.**

*Election:*

- 1- **Mary Fatsi moved and Anna Naum seconded the motion to nominate Robert LaChance Chair of the Library Board of Trustees. Robert La Chance accepted the nomination. There was no discussion. The motion carried unanimously.**
- 2- **Anna Naum moved and Bernadette Quercia seconded the motion to nominate Mary Fatsi Vice-Chair of the Library Board of Trustees. Mary Fatsi accepted the nomination. There was no discussion. The motion carried unanimously.**
- 3- **Bernadette Quercia moved and Donna Lynch seconded the motion to nominate Aileen Witkowski as Secretary of the Library Board of Trustees. Aileen Witkowski accepted the nomination. There was no discussion. The motion carried unanimously.**
- 4- The Library Board of Trustees voted unanimously to accept the nominees as the 2024 officers.

*Secretary's Report:*

- 1- **Donna Lynch moved and Aileen Witkowski seconded the motion to accept the Secretary's Report.** Alison Boutaugh asked that the minutes be corrected under Director's Report: Item 1. Her comment was: Alison Boutaugh reported that "the town *hopes to go to* online timesheets next year."
- 2- **Donna Lynch withdrew her first motion. Donna Lynch moved and Aileen Witkowski seconded the motion to accept the Secretary's Report as corrected.** There was no further discussion. **The motion carried unanimously.**

***Fax and Scan Policy:***

- 1- **Anna Naum moved and Mary Fatsi seconded the motion to add the Fax And Scan Policy to the agenda.** There was no discussion. **The motion carried unanimously.**
- 2- **Anna Naum moved and Mary Fatsi seconded the motion to accept the updated Fax And Scan Policy.** Alison Boutaugh explained that the original Fax and Scan Policy, written in 1990, was out-of-date. There was no further discussion. **The motion carried unanimously.**

***Correspondence:***

- 1- Alison Boutaugh received a response from the State Librarian regarding the Collection Development Policy. The State Librarian stated that the libraries can make their own determination regarding their collection development policy.

***Financial Report:***

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

***Director's Report:***

- 1- Alison Boutaugh introduced herself to Linda Jarmolowicz and welcomed her to the meeting.
- 2- Alison Boutaugh mentioned that Michael Quesnal, Evening Custodian, has agreed to stay on with a reduced schedule until a replacement can be hired.
- 3- The Board discussed the Thompson Winter Festival, which will, in part, be held in the Community Rooms, where the decorated Festival of Trees will be displayed.
- 4- **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 reported that the building's roof project has been ongoing. The cooling tower was shut down for the season and the staff bathroom toilet and sink were replaced. Alison also said that Eversource will replace the grounded transformer on the property on November 21, 2023. Because there will be no power to the building, the facility will need to be closed on that day.. Alison will notify the fire department and alarm company about the project.
  - b. Alison Boutaugh said that one lamppost will need new wiring due to rodent damage.

***New Business:*** None

***Citizens' Comments:*** None

***Trustees' Comments:***

- 1- Robert LaChance said that he was saddened to lose Bernadette Quercia and wished her good luck. He also welcomed Linda Jarmolowicz to the Library Board of Trustees.
- 2- Bernadette Quercia said that it was an honor and a privilege to serve on the Board and commended Alison Boutaugh for doing a wonderful job, not only as Librarian, but also as Facilities Manager.

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*Announcements:*

- 1- **Anna Naum moved and Donna Lynch seconded the motion to cancel the Regular Meeting on December 21, 2023 and hold a Special Meeting on December 14, 2023 to discuss next year's budget, if needed.** There was no further discussion. **The motion carried unanimously.**
- 2- The next Special Meeting of the Thompson Library Board of Trustees will be held on Thursday, December 14, 2023 at 2 PM at the Library/Community Center.

*Adjournment:*

- 1- **Donna Lynch moved and Anna Naum seconded the motion to adjourn the meeting at 2:55 PM.** There was no discussion. **The motion carried unanimously.**



Linda Kaplan, Recording Secretary

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