



Board of Trustees

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Minutes Special Meeting Thursday, January 11, 2024 at 2 PM at the Library/Community Center

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

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

Guests Present: None

Members Not Present: Anna Naum

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

Secretary's Report:

- 1- Donna Lynch moved and Aileen Witkowski seconded the motion to accept the Secretary's Report as amended.** The amendment to the November 16, 2023 meeting minutes: Under Election, #4: The Library Board of Trustees voted unanimously to accept the nominees *for the coming term*. There was no further discussion. **The motion carried unanimously.**

Correspondence:

- 1-** Alison Boutaugh received correspondence from the Eastern Connecticut Conservation District. The Board of Trustees agreed to invite a representative from ECCD to the February meeting to discuss replacing more environmentally friendly pavers outside the Library/Community Center.

Financial Report:

- 1-** The Financial Report was reviewed. Alison Boutaugh explained that she ordered 1500 gallons of fuel for the building and that the library participates in the town's contract for fuel.
- 2- Aileen Witkowski moved and Donna Lynch 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 the changes in library personnel. She also discussed the facility's designation by the Town as an early voting location and the requirements that will be needed to accommodate voting availability.
- 2- 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 Eversource, while replacing the grounded transformer, caused the closure of the facility. When the three-phase power lines were reconnected, several pieces of HVAC equipment were disrupted, resulting in three service calls to New England Mechanical.
- b. Trudeau Electric carried out Phase 2 of converting the interior light fixtures. Originally four phases to replace the light fixtures, the facility only needs a third phase to replace the rest of the fixtures. The current rebate for this type of fixture expires on February 1, 2024. Alison Boutaugh said that replacing the final 38 units would cost \$9789.
- c. **Donna Lynch moved and Mary Fatsi seconded the motion to authorize updating the interior lighting with funds from the Building Capital Transfer Fund.** There was no discussion. **The motion carried unanimously.**
- d. Alison Boutaugh explained that the exterior lights on the building are failing and that the building is being used more often outside of library hours. She requested \$2378 to purchase updated controllers for exterior building lights and parking lot lights to accommodate the increased usage of the building.
- e. **Donna Lynch moved and Aileen Witkowski seconded the motion to authorize using funds from the Building Capital Transfer Fund to make full use of the building.** There was no further discussion. **The motion carried unanimously.**
- f. Alison Boutaugh explained that the HVAC schedule needs correct redundancy for four pumps and two boilers to accommodate the facility being open on off-hours.
- g. **Donna Lynch moved and Linda Jarmolowicz seconded the motion to allot \$3750 from the Building Repair regular budget to ensure redundancy in the HVAC system.** There was no further discussion. **The motion carried unanimously.**

New Business:

1- FY2025 Budgets

- a. The Board reviewed the Capital Funds Budget for FY2024/2025. Increase in personnel wages was discussed.
- h. **Mary Fatsi moved and Donna Lynch seconded the motion to accept the proposed budget to hand into the Town for consideration.** There was no further discussion. **The motion carried unanimously.**

Citizens' Comments: None

Trustees' Comments:

- 1- Donna Lynch mentioned previous plans to hold a Library Employee Breakfast. After a brief discussion, the Board decided to postpone the Library Employee Breakfast until Spring.

Adjournment:

- 1- **Aileen Witkowski moved and Linda Jarmolowicz seconded the motion to adjourn the meeting at 3:23 PM.** There was no discussion. **The motion carried unanimously.**

Announcements:

- 1- The next Regular Meeting of the Library Board of Trustees will be held on Thursday, February 15, 2024 at 2:00 PM at the Library/Community Center.

Linda Kaplan

Linda Kaplan, Recording Secretary

LBT 1-12-2024