THOMPSON PUBLIC LIBRARY

Board of Trustees

Minutes: Special Meeting
Tuesday, October 22, 2024 at 2 PM
at the Library/Community Center

Members Present: Robert LaChance, Linda Jarmolowicz, Donna Lynch, Mary Fatsi and Anna Naum

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

Guests Present: None

Members Not Present: Aileen Witkowski

Robert LaChance called the meeting to order at 2:03 PM.

Secretary's Report:

1- **Donna Lynch moved and Linda Jarmolowicz seconded the motion to accept the Secretary's Report from September 19, 2024 as presented.** There was no discussion**. The motion carried unanimously.**

Correspondence: None

Financial Report:

1- Alison Boutaugh explained that the purchase order of $4000 for fuel from last year was closed, but will be held in reserve for this year. She also explained that the electric bill has been very high, costing $941.40 for the last four months.
2- **Donna Lynch moved and Anna Naum 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. She discussed the failure of Plymouth Rocket's attempt to upgrade Bibliomation. Alison is looking into three other companies to assess which product suits the Library/Community Center's room management use the best.
2- **Anna Naum moved and Donna Lynch seconded the motion to accept the Director's Report as presented.** There was no further discussion. **The motion carried unanimously.**

Old Business:

1- Buildings and Grounds Updates:

a. Alison Boutaugh said that the Library had to close at 1 PM three days last week due to no heat in the facility, and that she has not been informed by the town as to when the facility will be able to be heated. Alison said that she had to purchase several space heaters.

b. Alison explained that the facility's sign in the parking lot, which is 29 years old and deteriorating, needs to be replaced by the end of winter.

c. **Donna Lynch moved and Linda Jarmolowicz seconded the motion to contact Dave Labb for a quote for the sign replacement planned for the next fiscal year.** There was no further discussion. **The motion carried unanimously.**

d. The town denied funds to replace the double set of doors in the Meeting Room and the single staff entry door. Joe Tkacik was asked to stop the cold air from coming under the double doors but told Alison that the single staff door can't be fixed. The Board will appeal the decision regarding the single staff door.

New Business:

1- Anna Naum moved and Linda Jarmolowicz seconded the motion to the amended 2025 Library Board of Trustees Meeting Calendar. The Board moved the June, 2025 meeting to June 12, 2025. The third Thursday in June, 2025 is a federal holiday. There was no further discussion. **The motion carried unanimously.**

2- Anna Naum moved and Linda Jarmolowicz seconded the motion to accept the 2025 Holiday Calendar. There was no discussion. **The motion carried unanimously.**

3- The Board discussed the Library Director Search, reviewing the responsibilities of the director. The Board decided to have an Executive Session as soon as possible.

Citizens' Comments:

1- Linda Kaplan thanked Alison Boutaugh for her years of service and wishing her an enjoyable retirement.

Trustees' Comments*:* None

Adjournment:

1- **The meeting was adjourned at 4:01 PM**.

Announcements:

1- The next Regular Meeting of the Library Board of Trustees will be held on Thursday, November 21, 2024 at 2:00 PM at the Library/Community Center.

Linda Kaplan

Linda Kaplan, Recording Secretary

LBT 10-22-2024