Board of Trustees

Minutes: Regular Meeting, Thursday, April 17, 2025
at 2 PM at the Library/Community Center

Members Present:	Robert LaChance, Linda Jarmolowicz, Donna Lynch, and Anna Naum
Members Not Present:	Mary Fatsi and Aileen Witkowski
Staff Present:	Jared Jacavone, Library Director and Linda Kaplan, Recording Secretary
Guests Present:	None

Robert LaChance called the meeting to order at 2:07 PM.

Secretary's Report:

1- **Donna Lynch moved and Anna Naum seconded the motion to accept the Secretary's Report of March 10, 2025.** There was no discussion**. The motion carried unanimously.**

Correspondence: None

Financial Report:

1- Jared Jacavone reviewed the Financial Report. He reviewed the monthly cash report and expenditures and said that the library is on budget for the rest of the year.
2- **Donna Lynch moved and Linda Jarmolowicz seconded the motion to accept the Financial Report as presented.** There was no discussion**. The motion carried unanimously.**

Director's Report:

1- Jared Jacavone discussed building and grounds updates. He said that the door for the staff entrance was replaced, and he has reported some building issues to the town maintenance department.
2- Jared reviewed this month's library statistics and discussed the topics that will be reviewed on Professional Development Day.
3- Jared said that he has ordered Blue-Ray disks for the movie collection and has consolidated the area housing newspapers and periodicals to make room for an Unusual Objects Collection, which will include board games and small tools.
4- Jared has begun interviewing for a Program Coordinator, which will replace the former Reference position. He explained to the Board of Trustees that this position will include liaising with community partners.
5- Jared said that he has implemented digitization transaction reporting, including daily count of the cash drawer, rather than using paper.

Director's Report (Cont'd):

6- Jared will be writing a weekly column in the Villager Newspapers.

7- Anna Naum moved and Donna Lynch seconded the motion to accept the Director's Report as presented. There was no discussion**. The motion carried unanimously.**

Old Business:

1- Jared Jacavone said that he ordered lunch for the staff from Renee's Bistro for Professional Development Day which is being paid by the Friends of the Thompson Library.

2- Jared mentioned that the professional memberships that were requested and approved at last month's meeting have begun. He also mentioned that the updated Holiday Policy will be starting next month.

New Business:

1- Jared Jacavone reviewed the updated Volunteer Policy. Donna Lynch suggested adding the word "may" to the description of volunteer duties.

2- Donna Lynch moved and Linda Jarmolowicz seconded the motion to accept the Volunteer Policy (with the addition of the word "may" in paragraph 4) and the Volunteer Application Form. There was no further discussion. **The motion passed unanimously.**

3- Anna Naum moved and Linda Jarmolowicz seconded the motion to accept additions to the Bulletin Board Policy as written. There was no further discussion. **The motion passed unanimously.**

4- Donna Lynch moved and Anna Naum seconded the motion to accept the Social Media and Website Policy as written. There was no discussion. **The motion passed unanimously.**

5- **Anna Naum moved and Linda Jarmolowicz seconded the motion to tentatively approve the amended Room Use Policy and Regulations, pending revisiting the policy next month at the next Board meeting.** There was no further discussion. **The motion passed unanimously.**

Citizens' Comments: None

Trustees' Comments*:* None

Adjournment:

1- The meeting was adjourned at 3:35 PM.

Announcements:

1- The next Regular Meeting of the Library Board of Trustees will be held on Thursday, May 15, 2025 at 2:00 PM at the Library/Community Center.

Linda Kaplan

Linda Kaplan, Recording Secretary

4/17/2025