*Board of Trustees*



**Minutes: Regular Meeting, Thursday, March 20, 2025 at 2 PM at the Library/Community Center**

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| Members Present: | Robert LaChance, Linda Jarmolowicz, Donna Lynch, Anna Naum, and Aileen Witkowski |
| Members Not Present: | Mary Fatsi |
| Staff Present: | Jared Jacavone, Library Director and Linda Kaplan, Recording Secretary |
| Guests Present: | Heather and Gabriella Santos |

**Robert LaChance called the meeting to order at 2:08 PM.**

***Secretary's Report:***

1- **Anna Naum moved and Donna Lynch seconded the motion to accept the Secretary's Report of January 16, 2025.** There was no discussion**. The motion carried unanimously.**

***Correspondence:*** None

***Financial Report:***

1- Jared Jacavone reviewed the Financial Report. He presented a snapshot of the month's finances between Feb. 25th and March 18th, 2025. He said that the library is in good shape for this year.

***Director's Report:***

1- Jared Jacavone reviewed the attendance and circulation statistics, highlighting that there were 19 new library cards issued this month.
2- Jared reported that he has started cross-training staff on daily money counting and collection management, as well as weeding the reference section.
3- The position of Reference Assistant has been changed to Program Coordinator. Jared explained the duties of that position. A posting for the job of Program Coordinator have been sent to various job-seeking websites. The closing date for submissions is April 13, 2025.
4- Jared also mentioned that he acquired a new automatic door counter and has been in discussion with Bibliomation regarding a more effective system that he used while in his last library director position.
5- Jared said that he will start a weekly column at Stonebridge Press (Villager newspapers) highlighting programming and events at the library. He has installed a suggestion box at the front desk. He also plans to start a seed-saving library.
6- **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-** Buildings and Grounds Updates:
   a. Jared Jacavone informed the Board that the tank had been installed and that the second boiler and walkway repair will be the next phase of the construction project, He also reported some other minor building issues, and said that the sprinkler system was inspected on March 19th.

***New Business:***

**1-** Jared Jacavone mentioned that he has been in contact with the Thompson Historical Society regarding the celebration of America 250 and the library's participation in the events.

**2-** Jared told the Board that the library will follow the town's holiday schedule, which will be excluding Juneteenth on this year's calendar. He also mentioned that, if the library is open before a holiday, the library will close at 5PM on the day before any designated holiday.

**3- Donna Lynch moved and Linda Jarmolowicz seconded the motion to accept the new holiday schedule as presented.** There was no discussion. **The motion passed unanimously.**

**4- Donna Lynch moved and Aileen Witkowski seconded the motion to close the library on April 21, 2025 for a Professional Development Day.** Jared explained the what he wants to accomplish with the Professional Development Day. There was no further discussion. **The motion passed unanimously.**

**5- Anna Naum moved and Donna Lynch seconded the motion to spend up to $330 from the Trust Fund to join four professional library associations as presented by the Director.** Jared explained that the affiliations included the Connecticut Library Association, the New England Library Association, the American Library Association, and the Public Library Association. There was no further discussion. **The motion carried unanimously.**

***Citizens' Comments:*** None

***Trustees' Comments****:* None

***Adjournment:***

1- **Linda Jarmolowicz moved and Aileen Witkowski seconded the motion to adjourn the meeting at 3:35 PM**.

***Announcements:***

**1-** The next Regular Meeting of the Library Board of Trustees will be held on Thursday, April 17, 2025 at 2:00 PM at the Library/Community Center.

Linda Kaplan

Linda Kaplan, Recording Secretary

LBT 3-21-2025