THOMPSON PUBLIC LIBRARY

*Board of Trustees*



**Minutes: Regular Meeting, Thursday, September 18, 2025**
**at 2 PM at the Library/Community Center**

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

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

***Secretary's Report:***

1- **Donna Lynch moved and Bernadette Quercia seconded the motion to accept the acting Secretary's Report of August 14, 2025 as amended to correct two typographical errors.** There was no further discussion**. The motion carried unanimously.**

***Correspondence:***

1- Jared Jacavone reported that he had received correspondence related to a facility issue, his resignation, and professional development days.

***Financial Report:***

1- Jared Jacavone reviewed the Financial Report. He reviewed the July to September expenditures, saying that there was an extra $20,000 in employee salaries due to the resignations of two staff members. He also reviewed donations and income to the Trust Fund in the amount of $1063,34.
2- **Donna Lynch moved and Aileen Witkowski seconded the motion to accept the expenditures and donations as presented in the Financial Report.** There was no discussion**. The motion carried unanimously.**

***Director's Report:***

1- Jared Jacavone suggested that the Board wait until the end of the fiscal year to replace coolant in two AC systems that currently ran out, as well as the replacement of a fan. He also reported that Kropp finally finished the installation of the boiler.
2- Jared said that the security gate at the entrance to the library needs to be replaced. He also remarked that the IT person for the Town was asked to update the library's computers to Windows 11. Jared said that he hadn't responded but, if the IT person can't do it, then Bibliomation will need to be contacted.

***Director's Report (Cont'd):***

**3-** Jared said that a hole in the wall in the Ladies Room needs repair.

**4-** Jared reported that no acquisitions were made between July 1 and August 14. He also reported that weeding and shifting books resumed after August 14.

**5-** Jared was pleased to report that the Summer Reading Program was extremely successful: 134 Reading Logs were submitted by children, and an estimated 2680 children's books were read. Adults read 550 books over the summer.

**6-** Jared explained that the State of Connecticut requires public libraries to have written policies on library material, selection, and handling challenges. Jared presented the Policies for State Statutes to the Board that he had written.

**7- Donna Lynch moved and Linda Jarmolowicz seconded the motion to send the Policies for State Statutes to the State for approval, including: 1) the Collection Development and Maintenance Policy, 2) the Library Program Policy, 3) the Library Display Policy, 4) the Library Material Review and Reconsideration Policy, and 5) the Library of Things Borrower's Agreement and Use Policy.** Once approved, the State-approved policies will need to be approved by the Board at the October Board meeting. There was no further discussion. **The motion carried unanimously.**

**8- Donna Lynch moved and Linda Jarmolowicz seconded the motion to accept the Director's Report.** Bernadette Quercia thanked Jared for all his hard work. **The motion carried unanimously.**

***Old Business:***

**1-** Jared Jacavone explained that the evening custodian and a library clerk resigned anda the Board discussed how they would interview candidates. Jared also reported that the Thompson Historical Society will install a Little Free Library on the porch of the old town hall.

***New Business:***

**1- Aileen Witkowski moved and Donna Lynch seconded the motion to accept the 2026 Holiday Calendar.** There was no discussion. **The motion carried unanimously**

**2- Donna Lynch moved and Linda Jarmolowicz seconded the motion to accept the Professional Development Day on October 16, 2026 (all day) and Professional Development Day on December 19, 2026 (close at 2:30).** There was no discussion. **The motion passed unanimously.**

***Citizens' Comments:*** None

***Trustees' Comments:***

**1-** Robert LaChance said that Jared had done an outstanding job and thanked him for his hard work and wished him well.

**2-** Aileen Witkowski and Linda Jarmolowicz agreed that the Board had become better working with Jared.

**3-** Bernadette Quercia said that Jared was a breath of fresh air and admired Jared's passion and talent.

***Executive Session:***

**1- Donna Lynch moved and Aileen Witkowski seconded the motion to go into Executive Session.** There was no discussion. **The motion passed unanimously.**

**2- Donna Lynch moved and Aileen Witkowski seconded the motion to go out of Executive Session.** There was no discussion. **The motion passed unanimously.**

***Adjournment:***

**1-** The meeting was adjourned at 3:45 PM.

***Announcements:***

**1-** The next Regular Meeting of the Library Board of Trustees will be held on Thursday, October 16, 2025 at 2:00 PM at the Library in the Conference Room.

Linda Kaplan

Linda Kaplan, Recording Secretary
9/20/2025