Board of Trustees

Minutes Special Meeting
Thursday, October 23, 2025 at 2 PM
at the Library/Community Center

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

The meeting to order at 2:02 PM by Donna Lynch.

Linda Jarmolowicz moved and Aileen Witkowski seconded the motion to appoint Donna Lynch as Temporary Chair. There was no discussion. **The motion passed unanimously.**

Secretary's Report:

1- **Aileen Witkowski moved and Anna Naum seconded the motion to accept the Secretary's Report as corrected.** Jared Jacavone was invited to join the members of the Board when the Board moved to go into Executive Session. The Board agreed by consensus to allot $400 for the purchase of water for the staff room. The Board also agreed by consensus that Robert LaChance would speak with Bill Stieglitz regarding compensation for staff members who are assuming additional duties during the interim period until a new Library Director is hired. There was no motion to go out of Executive Session. A motion was made by Donna Lynch to adjourn the meeting at 4:23 PM and seconded by Linda Jarmolowicz. There was no further discussion. **The motion passed unanimously.**

Correspondence: None

Statistics and Financial Reports:

1- The Board invited staff members Kim Flynn and Liz Rooker to give the Board information regarding current statistics and other information in lieu of a Director's Report.
2- It was reported that circulation was slightly down last month, but there was lots of use of the Tumble books. There was large attendance at the children's programs this month. It was decided to move Star Wars Day to February, 2026.
3- Amazon is now being used to order books since the book vendor they had been using has gone out of business. There were expenditures of about $3570 for purchasing books for adults, children's books, and DVDs this past month.
4- It was reported that Boiler #2 is having problems and needs to be assessed for repair. Liz Rooter suggested that at least two computers may need to be replaced because they are beginning to fail.
5- It was reported that the day custodian was returning to lock the library at night since there isn't an evening custodian hired yet.

6- **Anna Naum moved and Bernadette Quercia seconded the motion to adjust the day custodian's salary because of extra responsibilities until an evening custodian is hired.** There was no discussion. **The motion carried unanimously.**

Old Business:

1- It was reported that all the computers were updated to Windows 11.
2- The Little Free Libraries have arrived. One has been installed on the porch of the Old Thompson Town Hall. The Board agreed to wait until a new Library Director is hired before installing the other three Little Free Libraries.
3- Buildings and Grounds Updates:
   a. As reported, Boiler #2 needs repair. An estimate was given of about $1400 for labor and materials to repair the boiler.
   b. There is a problem with the tower fans. Johnson Controls will need to replace the blower wheel shaft and bearings.

New Business:

1- Candidates for the part-time library clerk position and evening custodian position have been received.
2- The Board decided to postpone discussion on the Unattended Children Policy until next month.
3- **Aileen Witkowski moved and Linda Jarmolowicz seconded the motion to go into Executive Session.** There was no discussion. **The motion passed unanimously.**
4- The Board came out of Executive Session at 4:04 PM.
5- **Action Taken**: The Board is moving forward with scheduling and conducting interviews for the positions of Evening Custodian and part-time Library Clerk.

Citizens' Comments: None

Trustees' Comments: None

Adjournment:

Aileen Witkowski moved and Anna Naum seconded the motion to adjourn the meeting at 4:05 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, November 20, 2025 at 2:00 PM at the Library/Community Center.

Linda Kaplan

Linda Kaplan, Recording Secretary

LBT 10-24-2025