



Board of Trustees

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Regular Meeting Minutes

Thursday, October 20, 2016, 2:00 PM

Library Meeting Room at the Library/Community Center

Mary Fatsi called the meeting to order at 2:01 PM in the Library Meeting Room.

Members Present: Mary Fatsi, Kathleen Herbert, Robert LaChance, Michael Lajeunesse, Anna Naum, and Aileen Witkowski

Staff Present: Alison Boutaugh, Library Director, Kim Flynn, Children's Librarian, and Linda Kaplan, Recording Secretary

Guests Present: Ken Beausoleil, First Selectman

Members Not Present: None

Demonstration:

- 1- Kim Flynn presented two gifts donated by the Friends of the Thompson Library to the Board of Trustees; a) littleBits Electronics Gizmos & Gadgets Kit for school-age children and, b) KIBO 18 Kit, which introduces young children to robotics.
- 2- The gifts support the Laboratory @ the Library for Children.

Buildings and Grounds Report:

- 1- Ken Beausoleil reported that he is reviewing options to install the walkway needed in the attic, which will be installed soon so that the leaking sprinkler system can be repaired as soon as possible.
- 2- Ken Beausoleil stated that he is preparing to repair the HVAC system, in the building.
- 3- Ken Beausoleil and Alison Boutaugh told the Board of trustees that the parking lot will be repaired with chip, seal, and oil next spring.

Secretary's Report:

- 1- **Aileen Witkowski moved and Robert LaChance seconded the motion to accept the Secretary's Report as written.** There was no discussion. **The motion carried unanimously.**

Correspondence: None

Financial Report:

- 1- **Anna Naum moved and Aileen Witkowski seconded the motion to accept the Financial Report as submitted.** There was no discussion. **The motion carried unanimously.**

Director's Report:

- 1- Alison Boutaugh reviewed the Director's report. She mentioned that the new evening custodian began work on September 15th.
- 2- Michael Lejeunesse opened a discussion about telephone use once the pay phone is removed. Alison Boutaugh said that telephone access by library patrons would be determined on a case-by-case situation, depending on the emergency.
- 3- **Anna Naum moved and Aileen Witkowski seconded the motion to accept the Director's Report as presented.** There was no further discussion.. **The motion carried unanimously.**

Old Business:

- 1- Building and Grounds Issues:
 - a. Alison Boutaugh and Ken Beausoleil discussed the building and grounds issues earlier in the meeting.

New Business:

- 1- Saturday Hours and Usage:
 - a. Anna Naum asked Alison Boutaugh to obtain more information regarding library and community center usage, including comparisons of weekdays to weekends. Alison Boutaugh agreed to supply the Board with more data at next month's meeting.
 - b. **Anna Naum moved and Robert LaChance seconded the motion to table the Saturday hours and usage until next month's regular meeting pending more information.** There was no further discussion. **The motion carried unanimously.**

Citizen's Comments: None

Trustee's Comments:

- 1- Aileen Witkowski mentioned that she could not continue as liaison between the Library Board of Trustees and the Friends of the Thompson Library unless the Friends moved their meeting from Wednesday to another day. The Friends are looking into the matter.
- 2- Robert LaChance notified the Board of Trustees that WINY has acknowledged Alison Boutaugh and a member of the Friends of the Thompson Library as Unsung Heroes, and both will be receiving a \$25 check from a local credit union for the library.

Announcements:

- 1- The next Regular Meeting will be held on Thursday, November 17, 2016, at 2:00 PM, at the Library/Community Center.

Adjournment:

- 1- Mary Fatsi adjourned the meeting at 3:03 PM.



Linda Kaplan
Recording Secretary