



Board of Trustees

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Regular Meeting Minutes

Thursday, December 15, 2016, 2:00 PM

Library Meeting Room at the Library/Community Center

Mary Fatsi called the meeting to order at 2:02 PM in the Library Meeting Room.

Members Present: Mary Fatsi, Robert LaChance, Michael Lajeunesse, and Aileen Witkowski

Staff Present: Alison Boutaugh, Library Director, and Linda Kaplan, Recording Secretary

Guests Present: Steve Herbert, Selectman, and Marie Mongeau, Selectmen's Office Executive Assistant

Members Not Present: Kathleen Herbert and Anna Naum

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

Director's Report:

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

Old Business:

- 1- Building and Grounds Issues:
 - a. Alison Boutaugh told the Board of Trustees that a new vendor has been brought in by the town, replacing Eversource and resulting in a reassessment of the cooling tower replacement and HVAC repairs. All agreed that time is of the essence since a lead time of approximately three months is needed before the work is done, and a cooling tower is usually turned on in April.

- b. Upgrades to the outside security system are still being considered in an effort to staunch vandalism. The Board of Trustees decided to research vendors, vendor demonstrations, and forward the information to the Board of Selectmen.
 - c. Alison Boutaugh stated that there has been no recent information regarding when the plan to install a walkway prior to replacing the leaking sprinkler system pipes will occur. She said that she will reach out to Ken Beausoliel, First Selectman.
- 2- Saturday Hours and Usage
- a. Alison Boutaugh presented the Board with additional data from October's meeting regarding Saturday hours and usage. The Board has decided to reconsider Saturday hours and usage during budget planning for next year.

New Business:

- 1- **Michael Lajeunesse moved and Aileen Witkowski seconded the motion to accept the Board of Trustees Meeting Schedule for 2017 as written.** There was no discussion. **The motion carried unanimously.**
- 2- **Michael Lajeunesse moved and Robert LaChance seconded the motion to accept the Library Hours for 2017 as written.** There was no discussion. **The motion carried unanimously.**
- 3- FY2017/18 Budgets
 - a. Alison Boutaugh explained that the documents handed out to the Board were to be studied as part of initial conversations. The Board reviewed and discussed information in the documents. Robert LaChance discussed last year's reduction of \$15,414 and its impact on library services. Alison Boutaugh mentioned that state budget cuts to libraries may also impact future budgets.
 - b. **Michael Lajeunesse moved and Robert LaChance seconded the motion to submit a request for \$40,000 for books, periodicals and digital content in next year's budget.** The Board discussed the monetary amount, which had been initially requested in the 2016/17 budget, but was forced to cut. **The motion carried unanimously.**
 - c. **Michael Lajeunesse moved and Aileen Witkowski seconded the motion to submit a request for \$7,900 for audio visual material in next year's budget.** The Board discussed the monetary amount, which also had been initially requested in the 2016/17 budget and forced to cut. **The motion carried unanimously.**
 - d. **Michael Lajeunesse moved and Robert LaChance seconded the motion to submit Sunday hours from Noon to 4 PM once a month in next year's budget.** There was no discussion. **The motion carried unanimously.**

Citizen's Comments:

- 1- Steve Herbert suggested that the Library Board of Trustees do a budget presentation to the Board of Selectmen next year. He also said that traveling expenses nationally are \$0.54 per mile, not \$ 0.40 per mile and should be corrected on the library budget. He also opined on the Board of Finance's decisions to prioritize various departmental budgets.

Trustee's Comments:

- 1- Robert LaChance said that "the Library Board of Trustees represent the people who voted for us" and rely on the Board to be proactive and protect the services of the library for the community. He also stated that budget meetings between the Library Board and Board of Finance should be civil, without angry outbursts, and that different viewpoints should not be taken personally.

- 2- Mary Fatsi said that library employees and town employees should receive the same pay increases. One way to accomplish that would be for all library employees to join the same union as town employees.

Announcements:

- 1- The next Regular Meeting will be held on Thursday, January 19, 2017, at 2:00 PM, at the Library/Community Center.

Adjournment:

- 1- Mary Fatsi adjourned the meeting at 3:43 PM.



Linda Kaplan
Recording Secretary

12-16-16 Library Board of Trustees