



Board of Trustees

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**Minutes Regular Meeting
Thursday, November 15, 2018 at 2 PM
Library Meeting Room at the Library/Community Center**

Members Present: Robert LaChance, Donna Lynch, Anna Naum, and Bernadette Quercia
Staff Present: Alison Boutaugh, Library Director, and Linda Kaplan, Recording Secretary
Guests Present: None
Members Not Present: Mary Fatsi and Aileen Witkowski

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

Secretary's Report:

- 1- Anna Naum moved and Bernadette Quercia seconded the motion to accept the Secretary's Report as presented. There was no discussion. The motion carried with one abstention by Donna Lynch.**

Correspondence: None

Financial Report:

- 1- Bernadette Quercia moved and Anna Naum seconded the motion to accept the Financial Report. There was no discussion. The motion carried unanimously.**

Director's Report:

- 1- Alison Boutaugh reviewed the Director's Report, which included information on replacing the library's website builder.
- 2- Anna Naum moved and Donna Lynch seconded the motion to accept the Director's Report. There was no discussion. The motion carried unanimously.**

Old Business:

- 1- Buildings and Grounds Update:
 - a. Alison Boutaugh mentioned that the zinc strips which would be used to remove moss from the roof should be replaced with a chemical cleaner, extending the life of the roof.

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- b. The alarm panel needs to be replaced, which will have to go out to bid.
 - c. The lights for the parking lot need to be turned on and off manually. An electrician will be needed to fix the problem so the lights go on and off automatically.
 - d. The HVAC issues still need attention in the coming year.
- 2- Children's Section Update:
- a. The furniture for the Children's Section was ordered. There are some delays in shipment, and the first shipment sent was not what was ordered. Robert LaChance will look into storage for the furnishings until the room is prepared for placement.
 - b. The Board discussed ideas for celebrating the library's twenty-fifth anniversary. Bernadette Quercia suggested that the Children's Section Committee meet in January to discuss plans to continue updating the Children's Section.

New Business:

- 1- **Bernadette Quercia moved and Anna Naum seconded the motion to accept the 2019 Board of Trustees meeting calendar.** There was no discussion. **The motion carried unanimously.**
- 2- **Donna Lynch moved and Anna Naum seconded the motion to accept the 2019 Library Hours.** There was no discussion. **The motion carried unanimously.**

Citizens' Comments: None

Trustees' Comments: None

Announcements:

- 1- The next Regular Meeting will be held on Thursday, December 20, 2018 at 2 PM at the Library/Community Center.

Adjournment:

- 1- Robert LaChance adjourned the meeting at 3:30 PM.



Linda Kaplan, Recording Secretary

LBT 11-16-18