



Board of Trustees

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Minutes Regular Meeting

Thursday, December 20, 2018 at 2 PM

Library Meeting Room at the Library/Community Center

Members Present: Mary Fatsi, Robert LaChance, Donna Lynch, Anna Naum, Bernadette Quercia and Aileen Witkowski

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

Guests Present: None

Members Not Present: None

Robert LaChance called the meeting to order at 2:14 PM.

Secretary's Reports:

- 1- Aileen Witkowski moved and Bernadette Quercia seconded the motion to accept the Secretary's Minutes of the November 15, 2018 Regular Meeting.** There was no discussion. **The motion carried unanimously.**
- 2- Aileen Witkowski moved and Anna Naum seconded the motion to accept the Secretary's Minutes of the December 6, 2018 Special Meeting.** There was no discussion. **The motion carried unanimously.**

Correspondence: None

Financial Report:

- 1- Alison Boutaugh reviewed the Monthly Budget Report and a report on the Trust Fund.
- 2- Anna Naum moved and Mary Fatsi 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, Statistics, a report on the library's Collection Size, and the Children's Section's scheduled Winter Programs.
- 2- Alison Boutaugh also mentioned that a town employee's book club is being organized. The first book will be *The Little Paris Bookshop*. Copies of the book are available in the library. The first meeting will be held at Our Father's Table on Saturday, January 12, 2019.
- 3- Anna Naum moved and Mary Fatsi 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. The Air Quality Report was reviewed. The results say that the general air quality of the library is within normal limits. However, library staff continue to complain of allergic reactions within the library after a rainfall.
- b. Alison Boutaugh said that one of the humidifiers that hasn't worked for some time needed replacement.
- c. **Donna Lynch moved and Bernadette Quercia seconded the motion to authorize the expenditure of funds from the Capital Building Funds account to replace the broken humidifier.** There was no discussion. **The motion carried unanimously**

2- Children's Section Update:

- a. The library received the sofa for the Children's Section. Storage of some of the furnishings for the Children's Section will be stored locally at the beginning of 2019 until work on the Children's Section is completed.

New Business:

1- FY20 Budget:

- a. Alison Boutaugh handed out several documents for the Board to review during the next few weeks in preparation for a budget meeting next month.

Citizens' Comments: None

Trustees' Comments:

- 1- Robert LaChance wished everyone a Merry Christmas.

Announcements:

- 1- The next Regular Meeting will be held on Thursday, January 17, 2019 at 2 PM at the Library/Community Center.

Adjournment:

- 1- Robert LaChance adjourned the meeting at 3:20 PM.

Linda Kaplan

Linda Kaplan, Recording Secretary

LBT 12-20-18