



*Board of Trustees*

Page 1 of 2

**Minutes Regular Meeting  
Thursday, April 19, 2018 at 2 PM  
Library Meeting Room at the Library/Community Center**

Members Present: Mary Fatsi, Donna Lynch, Bernadette Quercia, and Aileen Witkowski

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

Guests Present: None

Members Not Present: Robert LaChance and Anna Naum

**Mary Fatsi called the meeting to order at 2:00 PM.**

***Secretary's Report:***

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

***Correspondence:*** None

***Financial Report:***

- 1- Bernadette Quercia moved and Aileen Witkowski seconded the motion to accept the Financial Report as presented.** There was no discussion. **The motion carried unanimously.**

***Director's Report:***

- 1- Alison Boutaugh reported that she has been working with the town on the Website Design Committee on a weekly basis. She also reviewed other workshops and meetings she has attended this past month.**
- 2- Alison Boutaugh went over the Statistics Report for this month. She highlighted that circulation has been increasing.**
- 3- Bernadette Quercia moved and Aileen Witkowski seconded the motion to accept the Director's Report as presented.** There was no discussion. **The motion carried unanimously.**

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**Old Business:**

**1- Buildings and Grounds:**

- a. Alison Boutaugh mentioned that the sprinkler system inspection and boiler inspection were both performed this past month.
- b. Alison Boutaugh stated that the emergency response plan for the building was updated and distributed.
- c. Alison Boutaugh spoke with Ken Beausoliel about Building Maintenance Day plans, including landscaping, roof zinc strips, and getting an updated quote on the security cameras.
- d. Alison Boutaugh said that the town will be re-stripping the Library/Community Center parking lot soon.

**New Business:** None

**Citizens' Comments:** None

**Trustees' Comments:**

- 1- Donna Lynch mentioned that the town budget meetings were well-attended and that several residents who attended had asked good questions.

**Announcements:**

- 1- The next Regular Meeting will be held on Thursday, May 17, 2018 at 2 PM at the Library/Community Center.

**Adjournment:**

- 1- Mary Fatsi adjourned the meeting at 2:42 PM.



Linda Kaplan, Recording Secretary

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LBT 04-19-18

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