



## *Board of Trustees*

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### **Special Meeting Minutes**

**Thursday, December 7, 2017, 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

The meeting was called to order at 2:03 PM.

#### *Election of Officers:*

- 1- Aileen Witkowski nominated and Mary Fatsi seconded a motion to nominate Robert LaChance chairperson of the Library Board of Trustees. There was no discussion. The motion carried unanimously.**
- 2- Robert LaChance nominated and Aileen Witkowski seconded a motion to nominate Mary Fatsi vice-chairperson of the Library Board of Trustees. There was no discussion. The motion carried unanimously.**
- 3- Mary Fatsi nominated and Anna Naum seconded a motion to nominate Aileen Witkowski secretary of the Library Board of Trustees. There was no discussion. The motion carried unanimously.**

#### *Secretary's Report:*

- 1- Aileen Witkowski moved and Anna Naum seconded the motion to accept the Secretary's Report as presented . There was no discussion. The motion passed by majority with abstentions from Donna Lynch and Bernadette Quercia.**

#### *Correspondence:*

- 1- Alison Boutaugh received a letter from the town requesting a copy of the 2018 calendar for the monthly Library Board of Trustees meetings.**

#### *Financial Report:*

- 1- Aileen Witkowski moved and Anna Naum seconded the motion to accept the Financial Report . Alison Boutaugh mentioned that the Bibliomation bill had been paid. The FY17 Trust Fund account was reviewed and explained to new board members. The motion carried unanimously.**

*Director's Report:*

- 1- Alison Boutaugh reviewed the Director's Report. Alison mentioned that the Thompson Historical Society asked to use a meeting room to host a fundraiser to raise donations to replace the roof on their building.
- 2- **Aileen Witkowski moved and Anna Naum seconded the motion to allow the Thompson Historical Society use of a meeting room for an event.** There was a brief discussion. **The motion carried unanimously.**

*Old Business:*

- 1- Buildings and Grounds:
  - a. Robert LaChance reported that the Board of Selectman approved the application of zinc strips to the roof of the Library/Community Center, which will help preserve the roof for another 10 years. A proposed roof hatch to access the roof was turned down due to its expense.
  - b. Alison Boutaugh mentioned that, in speaking to Ken Beausoliel, the energy audit report had not been received in the Selectmen's office yet. However, the cooling tower must be replaced as soon as possible because it is running at 25% capacity and can no longer be repaired and must be replaced. Robert LaChance agreed that no other HVAC repair work can be done until the cooling tower is replaced and offered to look into this matter further.
- 2- Executive Session:
  - a. **Aileen Witkowski moved and Anna Naum seconded the motion to move into Executive Session at 2:31 PM.** There was no discussion. **The motion carried unanimously.**
  - b. Alison Boutaugh informed the Board of a personnel matter. There was no motion and no action was taken.
  - c. **Aileen Witkowski moved and Bernadette Quercia seconded the motion to close the Executive Session at 2:36 PM.**

*New Business:*

- 1- **Anna Naum moved and Mary Fatsi seconded the motion to accept the Library Board of Trustees 2018 monthly meeting calendar.** There was no discussion. **The motion carried unanimously.**
- 2- **Anna Naum moved and Mary Fatsi seconded the motion to accept the 2018 library hours.** There was no discussion. **The motion carried unanimously.**
- 3- Alison Boutaugh reviewed updated job descriptions for library personnel.
- 4- **Anna Naum moved and Mary Fatsi seconded the motion to accept the 2018 Library Budget.** Alison Boutaugh explained the changes to the new budget. There was no further discussion. **The motion carried unanimously.**

*Citizen's Comments:* None

*Trustee's Comments:*

- 1- Robert LaChance thanked Mary Fatsi for a terrific job as Chairperson of the Library Board of Trustees for the past few years. All present thanked Mary as well.
- 2- Robert LaChance welcomed the new members to the Library Board of Trustees and told them to call him anytime with any questions.

*Announcements:*

- 1- The next Regular Meeting will be held on Thursday, January 18, 2018, at 2:00 PM at the Library/Community Center.

*Adjournment:*

- 1- Robert LaChance adjourned the meeting at 2:56 PM.

*Linda Kaplan*

Linda Kaplan  
Recording Secretary

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12-07-17 Library Board of Trustees