



Board of Trustees

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Regular Meeting Minutes
Thursday, September 15, 2016, 2:00 PM
Library/Community Center

Mary Fatsi called the meeting to order at 2:04 PM in the Library/Community Center.

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

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

Guests Present: Steve Herbert

Members Not Present: 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- **Robert LaChance moved and Aileen Witkowski seconded the motion to accept the Financial Report.** Alison Boutaugh mentioned that she will review the Trust Fund Report, which she had just received in the morning. **The motion carried unanimously.**

Director's Report:

- 1- Alison Boutaugh reviewed her written report, highlighting her upcoming attendance at the New England Library Association conference in October and the library's After School program for elementary students.
- 2- **Robert LaChance moved and Aileen Witkowski seconded the motion to accept the Director's Report.** There was no further discussion.. **The motion carried unanimously.**

Old Business:

- 1- Buildings and Grounds:
 - a. Alison Boutaugh received a quote of \$44,774 to replace the leaking pipes in the building's attic, which does not include building a walkway to provide a secondary access point to the attic.
 - b. Alison Boutaugh will be calling the Board of Selectmen's Office to get an update on the cooling tower, light bulbs, and control devices currently under review by Eversource.
- 2- Robert LaChance asked to table a discussion on closing the library on Saturdays for the October board meeting.

New Business:

- 1- Fax/scan station:
 - a. **Robert LaChance moved and Aileen Witkowski seconded the motion to spend no more than \$1600 for a Scannx Flexi Lite Book ScanCenter for the public to be paid out of the Crabtree and Evelyn Fund.** Alison Boutaugh explained the benefits of having this equipment rather than replacing the broken staff fax machine. **The motion carried unanimously.**
- 2- Ergonomic Issues:
 - a. **Aileen Witkowski moved and Robert LaChance seconded the motion to have Alison Boutaugh research ergonomic work stations for two work stations and the director's office.** Alison Boutaugh explained the need for ergonomic work areas for relief of physical discomfort. **The motion carried unanimously.**

Citizen's Comments:

- 1- Steve Herbert mentioned that he was surprised that the pay phone in the library was not removed after the Library Board of Trustees voted to remove it.

Trustee's Comments:

- 1- Kathleen Herbert mentioned that after reviewing the statistics, she was disappointed in a decline in library use. Alison Boutaugh said that she will prepare a statistical report that will better reflect all the services the library provides.
- 2- Michael Lajeunesse would like to follow through on removing the library's pay phone by getting a vote at the next Board of Selectmen's meeting.

Announcements:

- 1- The next Regular Meeting will be held on Thursday, October 20, 2016, at 2:00 PM, at the Library/Community Center.

Adjournment:

- 1- Mary Fatsi adjourned the meeting at 2:58 PM.



Linda Kaplan
Recording Secretary

April 28, 2016