



Board of Trustees

Page 1 of 2

**Minutes Regular Meeting
Thursday, November 19, 2020 at 2 PM
at the Library/Community Center**

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

Robert LaChance called the meeting to order at 2:02 PM.

Secretary's Report:

- 1- Donna Lynch moved and Anna Naum seconded the motion to accept the Secretary's Report as presented. There was no discussion. The motion carried unanimously.**

Correspondence:

- 1- Alison Boutaugh received an invitation to a meeting regarding the town's conservation and development plan. Alison plans to attend the meeting.**

Financial Report:

- 1- Anna Naum 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 reviewed the Director's Report.**
- 2- Anna Naum moved and Donna Lynch seconded the motion to allow Room 1 to be used for remote learning for the Middle School next week for no more than 6 students with a Rec staff person (a paid Rec Program offering) followed by usage of Room 1 after next week as a quiet space offered by appointment for no more than 4 adults. There was no discussion. The motion carried unanimously.**

Old Business:

1- Buildings and Grounds Updates:

- a. Alison Boutaugh said that she is waiting for the installer to get back to her on a work date to change the lightbulbs over the circulation desk.
- b. Alison Boutaugh mentioned that the fire extinguishers will be checked by inspectors within the next two weeks.
- c. Alison Boutaugh reported that there are significant valve leaks in the boiler room. She said that she got a quote of \$4266 to repair and replace the valve and their components.
- d. **Anna Naum moved and Aileen Witkowski seconded the motion to replace all the leaking valves in the boiler room.** There was no discussion. **The motion carried unanimously.**
- e. **Anna Naum moved and Donna Lynch seconded the motion to expend all the money in the grant offered by the State of Connecticut for improving the health and safety of the building's patronage.** There was no discussion. **The motion carried unanimously.**

New Business:

1. **Aileen Witkowski moved and Anna Naum seconded the motion to accept the 2021 Holiday Calendar.** 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 17, 2020 at 2 PM at the Library/Community Center.

Adjournment:

- 1- Robert LaChance adjourned the meeting at 3:05 PM.



Linda Kaplan, Recording Secretary

LBT 11-19-2020

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