



**BOARD OF TRUSTEES
MINUTES OF JUNE 17 ANNUAL MEETING**

- Present:** T. Gomes-Johnson, T. Griffin, M. Gualtieri, J. Iovino, K. Kriss, K. Lord, Y. Jacaruso, M. Jukoski, P. Kinder, B. Sayet, C. Seeman, F. Walker
- Staff:** C. Special, M. Christina, A. Kaiser
- Not Present:** K. Brown, K. Cook, A. Grant
- Call to Order:** Mr. Iovino called the annual meeting of the Otis Library Board of Trustees to order at 5:00 p.m. A change to the order of agenda items was announced. The Executive Director's evaluation was moved to prior to the Treasurer's report. There were no changes made to the May meeting minutes. (Motion to accept made by Ms. Jukoski, seconded by Ms. Kriss)
- Reports:**
- President:** Mr. Iovino's term as Board President is ending on June 30. He said he was happy to be called back and was honored to serve as President. The annual meeting is a good time to look back and reflect on the Board's accomplishments and he congratulated everyone on a great and productive year.
- Director:** Ms. Special commented on how 2023-2024 was a transformative year with promotions, new hires, and positive changes within the Library. She stressed the need for advocacy and asked the board members to spread the word on the library's behalf. At the beginning of June, Ms. Special submitted an application to the Connecticut Library Consortium (CLC) to participate in their Strategic Planning Program. The cost for the CLC program is significantly lower than other programs that the Board has looked at. This item has been added to the 2024-2025 budget.

Fundraising and Development:

Ms. Kaiser gave a breakdown on the Development Office’s responsibilities and her development plan. As important as our fundraising is through special events, she emphasized the importance of advocacy, the need for building relationships and donor acquisition. Our donor retention is presently 71% and her goal is to increase donor acquisition with 222 prospective new donors. She is hoping the board members will consider Development when signing up for committee assignments. The unrestricted goal for 2024-2025 is \$140,000, an increase of \$15,000 from this year’s budget. The newly created Lottie B. Scott Society is designed to encourage donors to make recurring monthly gift donations. She asked board members to consider becoming founding members.

Personnel Committee:

The Board Members went into Executive Session to discuss the Executive Director’s evaluation. Ms. Special was presented with a positive evaluation and will remain as Executive Director for another year.

Finance:

Mr. Seeman reported on the May financials. Once again the numbers are looking good. The YTD operating loss is \$144,000, which is less than what was projected. The \$12,000 accounting expense from Halloran and Associates is reflected. (Motion to accept made by Ms. Jacaruso, seconded by Ms. Jukoski.)

Presentation of 2024-25 Budget

Mr. Seeman said restricted income will be added to the 2024-25 Operating Budget totaling \$34,700. The City of Norwich funding is \$1,309,765, an increase of 4%. The fundraising expense is budgeted for \$21,500, an increase of \$1,500. An expense of \$5,500 for Strategic Planning through the CLC is added to the budget. Endowment and Friends support will fund part of restricted materials expenses. This year’s operating budget will include a Capital Budget for HVAC and furnishings expenses. Halloran and Associates will be consulted regarding depreciation. Under personnel, there is a 3% raise for salaries, including the Executive Director and Assistant Director, with some differentiations in staff salaries to reach minimums in certain categories, as well as hiring a Business Manager. The salaries were approved by the Personnel Committee. (Motion to accept made by Ms. Jacaruso, seconded by Ms. Jukoski.)

Friends:

Ms. Walker said The Friends will celebrate its annual meeting by welcoming Illeana Douglas to the library on Wednesday, June 26, 2024, at 5:30 PM. John Iovino will interview the Emmy-nominated actress, writer, producer, and director. Her book, “Connecticut in the Movies”, will be available for purchase and signing by the author. This event is free and open to all.

There will be a pop-up book sale on Monday, July 1, in conjunction with the Summer Learning kickoff events. Coupons for free children's and young adult books are being distributed.

Recognition of Outgoing Board Members:

Mr. Iovino and Ms. Lord were presented with farewell gifts as their terms on the board will end on June 30.

Nomination of Officers:

Kathryn Lord, Board Secretary, presented the 2024-2025 slate of nominees for officers. The slate was voted on and approved as follows:

Tracey Gomes-Johnson, President; Atty. Thomas Griffin, Vice-President; Michael Gualtieri, Treasurer; Charles Seeman, Secretary (Motion to accept made by Ms. Jacaruso, seconded by Atty. Griffin.)

Old Business:

New Business:

Adjournment:

With no further items for discussion, the meeting ended at 5:40 pm. (Motion to adjourn made by Ms. Jukoski seconded by Atty. Sayet)

Respectfully submitted,

Mary Ellen Christina