



**BOARD OF TRUSTEES
MINUTES OF JULY 15 REGULAR MEETING**

- Present:** T. Gomes-Johnson, T. Griffin, M. Gualtieri, Y. Jacaruso, P. Kinder, B. Sayet, C. Seeman
- Staff:** C. Special
- Not Present:** K. Brown, A. Grant, K. Kriss, M. Jukoski, F. Walker
- Call to Order:** Ms. Gomes-Johnson called the regular meeting of the Otis Library Board of Trustees to order at 5:05 p.m. A quorum was present. There were no changes made to the June meeting minutes. (Motion to accept made by Mr. Gualtieri, seconded by Ms. Jacaruso)
- Reports:**
- President:** Ms. Gomes-Johnson welcomed everyone to the first meeting of the new year. She recently met with Ms. Special to discuss questions and concerns with going forward.
- Committee assignments were discussed and board members volunteered as follows:
Bylaws and Policy Review - Ms. Kinder, Atty. Griffin;
Development - Ms. Gomes-Johnson;
Finance - Ms. Gomes-Johnson, Mr. Gualtieri, Mr. Seeman;
Nominating - Atty. Sayet, Atty. Griffin, Ms. Jacaruso;
Personnel – Ms. Gomes-Johnson, Ms. Kinder, Mr. Seeman
- The Advocacy Committee needs members and Development needs additional members. Please contact Ms. Christina to add your names where there are gaps.

Director: Ms. Special said the Library’s application for the Fall 2024 Strategic Planning Cohort was accepted. She will be attending the first in-person meeting of directors, and monthly meetings in-person and virtual meetings will follow over the next five months. The strategic planning group will include staff, board members and others. CLC will offer follow-up support.
Ms. Special asked the Board to review the contact sheet to ensure their information is correct and notify Ms. Christina of any changes.

Finance: Mr. Gualtieri said last fiscal year’s loss was budgeted for \$234,000. The actual loss was much lower at \$88,500. The Employee Retention Credit was not used last year. Significant savings include salaries and medical insurance. The City of Norwich allocated the library \$2,000 less than what was expected for 2024-25. (Motion to accept made by Ms. Jacaruso, seconded by Atty. Griffin.)

Fundraising and Development: Report submitted.

Friends of Otis Library: Ms. Walker is not in attendance.

Old Business:

New Business:

Adjournment: With no further items for discussion, the meeting ended at 5:11 pm. (Motion to adjourn made by Ms. Kinder, seconded by Atty. Sayet)

Respectfully submitted,

Mary Ellen Christina