



**BOARD OF TRUSTEES  
MINUTES OF MARCH 18, 2024 REGULAR MEETING**

- Present:** K. Cook, M. Gualtieri, J. Iovino, Y. Jacaruso, M. Jukoski, P. Kinder, K. Kriss, K. Lord, B. Sayet, C. Seeman,
- Staff:** C. Special, M. Christina, B. Gayed
- Not Present:** K. Brown, T. Gomes-Johnson, A. Grant, T. Griffin, F. Walker
- Call to Order:** Mr. Iovino called the regular meeting of the Otis Library Board of Trustees to order at 5:04 p.m. There were no changes made to the agenda or the February meeting minutes. (Motion to accept made by Ms. Jacaruso, seconded by Ms. Kriss.)
- Otis Spotlight:** Bassem Gayed is this month's staff "spotlight" guest. Bassem has been a staff member for 16 years. In addition to working at the circulation desk, Bassem serves as the Library's multicultural services coordinator. He assists newcomers, new Americans, immigrants and partners with Norwich Adult Education to provide Citizenship classes at the Library. He manages both the adult and children's foreign language collection. Bassem provides assistance with navigating the language learning database as well as connecting patrons with the Literacy Volunteers program. He spends time doing outreach with community leaders and churches helping educate the community about library services. Twice a month Bassem gives technology assistance at the Rose City Senior Center. Mr. Iovino thanked Bassem for his dedication and complimented him on being a library ambassador to the community.
- Reports:**
- President:** Mr. Iovino said the Finance Committee met with city officials today to begin planning for the 2024-2025 budget. Since he was not in attendance last month, he welcomed the new Board Member, Pamela Kinder. Ms. Cook announced she will resign from the Board of Trustees when her term ends on June 30, 2024.

**Director:** Ms. Special said the new website went live today. Libraries without Borders was essential with helping the staff make it possible.  
She mentioned that a police officer will be at the April EWA event as a safety precaution.  
There are still problems with the HVAC system. New England Energy Controls gave a \$61,000 upgrade proposal. We previously upgraded unit 1 but unit 2 is now problematic. Kevin Brown and Bobbie Braboy are working on a plan to enhance the exterior of the Library. Changes will be made to Cliff Street to make it safer. The plan is to paint the crosswalk to look like books to draw attention to the Library. Lottie B. Scott's book will be highlighted. The April Board meeting will be held in the Meeting Room. We have new audio visual equipment so the Meeting Room is able to host hybrid meetings.  
Mr. Iovino commented on the library's collaboration with SCADD and the success stories with community outreach. He also mentioned the children's programming and what a wonderful job the staff is doing.

**Finance:** Mr. Seeman reported on the February financials. This month there is an \$18,000 surplus. The \$13,000 for the audit will be billed after the audit presentation. The cost for health insurance is about half of what was initially budgeted. There is one more 3 payroll month this quarter. Unrestricted income is good this month due to successful fundraising. (Motion to accept made by Ms. Jukoski, seconded by Ms. Kriss)  
Capitalization threshold: Presently the threshold is \$1,000. Mr. Seeman explained that if an item is over \$1,000 it can be expensed over the useful life of the item. The request is to extend the threshold to \$5,000. This has been approved by the accounts. (Motion for approval made by Ms. Jacaruso, seconded by Ms. Lord.)

**Personnel:** Mr. Iovino said the benefit section needs to be updated as it doesn't address vacation, sick and personal time when a staff member goes from full time to part time employment. Agreement made that the personnel policy will be amended to clarify the situation. (Motion for approval made by Ms. Jukoski, seconded by Mr. Seeman.)

**Fundraising and Development:** Mr. Iovino gave an update to Ms. Kaiser's written report. Lottie B. Scott will be honored at the 20<sup>th</sup> Anniversary of EWA on Friday, April 26, for her dedication to the City of Norwich and her involvement with EWA for two decades. The stage area in the children's department will be named the Lottie B. Scott Cultural Corner.

**Friends:** Ms. Walker is not in attendance.

**Old Business:**

**New Business:**

**Adjournment:**

With no further items for discussion, the meeting ended at 5:25 pm. (Motion to adjourn made by Ms. Jukoski, seconded by Atty. Sayet.)

Respectfully submitted,

Mary Ellen Christina