



BOARD OF TRUSTEES MINUTES OF OCTOBER 27, 2025 REGULAR MEETING

- Present:** S. Alfieri, K. Brown, J. Davis, T. Griffin, M. Gualtieri, J. Iovino, P. Kinder, K. Kriss, D. Moreno, B. Sayet, C. Seeman, G. Smith, P. Williams
- Staff:** N. Kennedy, C. Special
- Not Present:** H. Campos, W. Vincent
- Call to Order:** Mr. Griffin called the regular meeting of the Otis Library Board of Trustees to order at 5:00 pm. A quorum was present. No changes were made to the agenda. The minutes of the meeting held in September were reviewed (a motion to accept was made by Mr. Gualtieri, seconded by Mr. Moreno, all approved; the motion passed).
- Reports:**
- President:** Mr. Griffin did not have anything to report on behalf of Ms. Kinder. He did, however, make a book recommendation, *Midnight on the Potomac: The Last Year of the Civil War, the Lincoln Assassination, and the Rebirth of America*, by Scott Ellsworth
- Director:** Ms. Special asked if anyone had any questions regarding her report that was submitted before the meeting. Hearing none, she reported programs and ongoing partnerships continue to do well. Ms. Special informed the board that the library was not awarded the grant from the Eastern CT Chamber of Commerce Leadership Community Service Program for the improvements to the Community Room, Meeting Room, and Literacy Volunteers' offices. She did share the good news that the library will be receiving a grant from Ascend Bank and thanked Mr. Seeman for his advocacy.
- Ms. Special shared that Baker & Taylor, a large supplier of materials, abruptly ceased operations. Fortunately, the library does not use Baker & Taylor, but the shutdown could cause delays since other libraries in the consortium do. Mr. Iovino asked Ms. Special several questions about the Norwich Adult MLL Collaborative, including who participates in the initiative and whether Norwich Adult Education is involved. Ms. Special explained that the

collaborative includes 78 members who work together to support the immigrant community and confirmed that Norwich Adult Education is indeed a participating member.

Finance:

Mr. Gualtieri shared that we are a quarter through the fiscal year, and things are looking good according to the budget. The Staples closure continues to affect the library as service fees are up, but so are expenses for supporting these services. Mr. Gualtieri informed the board that unrestricted income is down, but that's due to the timing of many fundraising events; total income is at 24%, and operating expenses are at 22%. Investments are doing really well with an increase of \$78,000. (Motion to accept made by Mr. Davis; seconded by Ms. Kriss; all approved; motion passed).

**Bylaws and
Policies Committee:**

Ms. Special reported that certain policies had to be drafted or updated to be in compliance with new laws. Ms. Kriss commended the writing of the policies, stating they were very well written and clear. The policies up for approval were: Collection Development and Maintenance Policy; Library Display Policy; Program Policy; and Request for Reconsideration Policy, and their respective forms. The Connecticut State Library has approved the policies already, which was a requirement of the new laws. (Motion to approve all four policies made by Ms. Kriss; seconded by Ms. Alfieri; all approved; motion passed).

**Fundraising and
Development:**

Ms. Alfieri referenced the development report that had been submitted before the meeting and provided an update on upcoming fundraising efforts.

**Friends of
Otis Library:**

Mr. Joshua Davis shared that the Friends welcomed three new members in October. He also shared that the book sale went well and they did raise their prices, but he had no final income totals yet.

Old Business:

None.

New Business:

None.

Adjournment:

With no further items for discussion, the meeting ended at 5:15 pm. (Motion to adjourn made by Mr. Gualtieri; seconded by Mr. Davis; all approved; motion passed).

Respectfully submitted,

Naomi Kennedy