



**BOARD OF TRUSTEES
MINUTES OF FEBRUARY 23, 2026 REGULAR MEETING**

Present: S. Alfieri, K. Brown, J. Davis, T. Griffin, M. Gualtieri, P. Kinder, K. Kriss, D. Moreno, B. Sayet, P. Williams

Staff: C. Special, A. Kaiser

Not Present: H. Campos, K. Fontaine, J. Iovino, C. Seeman, G. Smith

Call to Order: Ms. Kinder called the regular meeting of the Otis Library Board of Trustees to order at 5:00 pm. A quorum was present. There were no changes made to the agenda. The minutes of the regular meeting held January 26, 2026 were reviewed (motion to accept made by Mr. Griffin; seconded by Ms. Kriss, all approved; motion passed).

Reports:

President: Ms. Kinder remarked on the GNACC Gala that was held on February 19 where Otis Library received the award for Nonprofit of the Year. There was a nice representation of staff present. Otis Library was in the news twice over the past week; once for the current situation regarding passports and the other for Puzzle Palooza.

Director: Ms. Special reviewed her report previously sent to board members. She remarked that the awards gala was a lovely event, and she thanked Ms. Kinder for her introductory speech. A panel discussion regarding the current state of immigration is planned for February 26 at LEAD. Several local leaders and legislators are scheduled to speak. Several MLL Collaborative members, including Otis Library, will be present and volunteering. We are scheduled to receive our grant check from Project PEACE, weather permitting. Kari Wall, who will be the library's new Adult Programming Coordinator was scheduled to start on February 23 but will start when weather permits. Kari will shadow Julie Menders during Julie's final week. A Library Assistant II was hired. Betheny Hebert will start on March 3. Bassem Gayed will be in charge of her training. We have two candidates returning for a second interview for the Assistant Director/Head of Library Services position. They will meet with Pam

Kinder, as well as Bassem Gayed and Cassie Epes, who will be reporting directly to this person. Halloran & Associates completed the financial statement and Form 990. The elevator and HVAC repairs need to be addressed as soon as possible. Pam Kinder suggested applying for funding through the Neighborhood Assistance Act.

Finance:

Mr. Gualtieri presented the financial reports for January, noting that service fees and unrestricted income from the Friends are higher than projected. The Employee Retention Credit funds have been fully utilized. Investments are up \$51,000 month over month. (Motion to accept made by Mr. Griffin; seconded by Mr. Davis, all approved; the motion passed).

We received an agreement from Ascend Bank to extend the maturity date on our line of credit to January 20, 2028. Mr. Gualtieri recommended that we sign the agreement. Janney also offers a line of credit, and Mr. Gualtieri recommended that the Finance Committee meet with Sal Tocco of Janney to discuss it. Mr. Gualtieri shared that the Finance Committee met with Charlie Halloran and Erin Apicelli of Halloran & Associates and noted that it was a good review. (Motion to sign modification agreement with Ascend Bank made by Mr. Brown; seconded by Ms. Kriss, all approved; the motion passed).

Fundraising and Development

Ms. Kaiser updated the board on plans for Evening with an Author. She would like to speak with existing sponsors about increasing their support levels this year. She also would like to connect directly with Norwix, Hartford HealthCare, Mohegan Sun, L&M/Yale, Cassella, NLC Insurance, and Wondr Nation. She asked that board members please let her know if they have connections to any of those businesses. Ms. Kaiser also asked board members to consider their personal connections for sponsorship as well. Sponsorship documents are available on the library's website, and individual tickets are for sale. Auction items and ideas are also needed. In addition to the silent auction, the committee is considering a live auction for three luxury or unique items. Suggestions include a helicopter excursion and tickets to *Wicked* on Broadway, along with a limo ride. Please contact her with ideas and connections.

Friends of Otis Library:

Mr. Davis shared that the Friends are considering ideas for their Open Mic Nights that might raise more money. The book sale is scheduled for April 24, 25, and 26. He will forward flyers.

Old Business:

None.

New Business: None.

Adjournment: With no further items for discussion, the meeting ended at 5:24 pm. (Motion to adjourn made by Mr. Griffin; seconded by Mr. Sayet, all approved; the motion passed).

Respectfully submitted,

Cathleen Special