



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

- Present:** S. Alfieri, K. Brown, J. Davis, K. Fontaine, T. Griffin, M. Gualtieri, J. Iovino, P. Kinder, K. Kriss, D. Moreno, B. Sayet, C. Seeman, P. Williams
- Staff:** N. Kennedy, C. Special
- Not Present:** G. Smith
- Call to Order:** Ms. Kinder called the regular meeting of the Otis Library Board of Trustees to order at 5:01 pm. A quorum was present. There were no changes made to the agenda. The minutes of the regular meeting held February 23 were reviewed (motion to accept made by Ms. Kriss; seconded by Mr. Griffin, all approved; motion passed).
- Reports:**
- President:** Ms. Kinder reminded the board *Evening with an Author* is coming up and asked the board to share any auction items or sponsors. She also reported that a new assistant director was hired, Kristen MacLeod, who started on March 18 and things have been going well. Ms. Kinder informed the group that Dr. Campos is no longer on the board and the nominating committee is looking to fill the vacancy. Anyone with ideas on who might be a good fit can see Mr. Sayet.
- Director:** Ms. Special asked if anyone had any questions regarding her report. Ms. Kinder shared what great news it is that the rear elevator has been fixed. HVAC systems are still having issues. The hope is the HVAC systems can be fixed but there might need to be a total replacement for unit two. Unit one had issues recently as well but that was a computer and software issue so the computer was replaced and the software will be updated. Ms. Special will attend a meeting to discuss possible funding opportunities for this cost. Mr. Brown asked if the funding would come from the Neighborhood Assistance Act and Ms. Special responded by saying it's possible but she

was unsure at the time. The grant that was received from Project Peace was used to buy 10 new computers for the business center. They were purchased and are being installed by LION. Ms. Special commended Mr. Sayet's daughter for how wonderful she was during a recent library program, *Up and Down the River*. Other programs continue to thrive, and new adult programming coordinator, Kari Wall, has been doing an excellent job enhancing existing offerings while also introducing new programs.

The budget presentation will take place on April 9 at 6:45pm. Ms. Special is keeping an eye on new legislation HR7661, which gives the federal government grounds to dictate what children read. There is no update on the nonprofit passport issues. The 20% cut in the governor's budget to libraries is concerning. Ms. Kriss shared how these cuts can affect database access which affects what students can access for information. Mr. Iovino asked if NFA students can get Otis Library cards at school. It was concluded that maybe this could happen, but cards would only be for Norwich residents and NFA has a lot of students who do not reside in Norwich.

The contract was signed with the new CEN fiber connection and there is hopes of a good discount here. Although, internet use has recently spiked. Ascend Bank is selling their building which is disappointing because Otis partners with JFS and Rose City Learning quite frequently and the sale of the building might affect parking, which is always an issue for the library. Mr. Brown was asked to chime in on the situation and he shared that there most likely won't be any movement on this for at least 12 months or more. Halloran & Associates finished the audit and they will be invited to the April meeting to review.

**Finance:**

Mr. Gualtieri presented the financial reports for February, noting that Otis's financial position remains strong 75% into the fiscal year. He commended Ms. Special for her effective management and control of expenses. He noted that service fees are up, and total income is at 65%. Expenses are looking good at 62%. He shared that personnel was below budget, but with recent hires this will change. Investments are up \$100,000 for the month but this too will fluctuate with recent changes in the market (Motion to accept made by Mr. Iovino; seconded by Mr. Davis, all approved; the motion passed).

**Facilities Committee:**

Ms. Kinder shared that the first meeting took place prior to the board meeting and that more members are welcome. The plan is to meet every other month at 4pm prior to that month's board meeting. The goal is to establish a backup plan for funding for building related issues as the City might not always be able to cover expenses. Or budgets could get cut. Having a 5 year plan helps alleviate some of those problems.

**Fundraising and  
Development**

Ms. Kinder asked if there were any questions regarding the report. Hearing none, Ms. Special shared sponsorships are strong and ticket sales are going well for *Evening with an Author*. We can accommodate about 170 seats for the event.

**Friends of  
Otis Library:**

Mr. Davis shared that the Friends book sale is coming up on April 24, 25, 26. The Friends are also looking into a fundraiser at Frank Pepe's in which 25% of all dining room sales would be donated. Matted pages from old books are going to be sold at the book sale and Rose Arts Festival. Mr. Davis shared they are exploring the idea of a bus trip fundraiser to the Macy's Day Parade.

**Old Business:**

None.

**New Business:**

Ms. Kinder reminded the board the April meeting is April 27, but the May meeting will take place on June 1 due to the Memorial Day holiday.

**Adjournment:**

With no further items for discussion, the meeting ended at 5:23 pm. (Motion to adjourn made by Ms. Kriss; seconded by Mr. Griffin, all approved; the motion passed).

Respectfully submitted,

Naomi Kennedy