BOARD OF TRUSTEES
MINUTES OF JUNE 1, 2026 REGULAR MEETING

Present: S. Alfieri, K. Brown, J. Davis, K. Fontaine, T. Griffin, M. Gualtieri, P. Kinder, K. Kriss, D. Moreno, B**.** Sayet, C. Seeman, G. Smith, P. Williams

Staff: C. Special, K. Wall

Not Present: J. Iovino

Call to Order: Ms. Kinder called the regular meeting of the Otis Library Board of Trustees to order at 5:02 pm. A quorum was present. No changes to the agenda. Ms. Kinder asked Ms. Special to introduce the new Adult Programming Coordinator, Kari Wall. Ms. Wall shared that she is a former library director who wanted to return to her favorite part of her job, which was programming. She is also the Programming Coordinator for America's 250th Norwich CT Committee. She has been working with both Otis and the Committee on 250 programs. She is also expanding on the programs that was already in place and is finalizing plans for the adult summer learning program. Members of the board introduced themselves. The minutes of the regular meeting held on April 27, 2026 were reviewed (motion to accept made by Mr. Griffin; seconded by Mr. Smith, all approved; motion passed).

Reports:

Auditor's Report: Charlie Halloran and Erin Apicelli of Halloran & Associates, the CPA auditors of Otis Library, presented the financial report for year ending June 30, 2025 to the board. Mr. Halloran reviewed the Statement of Financial Position highlighting the assets, liabilities, cash, investments, noting that the strong financial position of the library. With no mortgage, there is no long-term debt. In reviewing the Statement of Activities, Mr. Halloran noted that of the $2,049,123 in total revenue, $1,307,766 is from the City of Norwich. He recommended that board members support the Executive Director in her presentation of the library's budget request to the City Council to show how strongly the library needs the support. We should not allow the Council to point to the library's net investments. If we start spending that down, we'll lose the earnings that go with them, and we need to protect them. Expenses have been controlled well. In the Statement of Functional Expenses, benefits, salaries, insurance increased, but materials decreased. Everything is in order. Mr. Halloran inquired about a $150,000 line of credit that had expired at the time of the audit. Ms. Special responded that the line of credit was renewed subsequent to the auditors' visit but within the current fiscal year. (Motion to accept financial report made by Mr. Brown; seconded by Mr. Griffin; all approved; motion passed).

President: Ms. Kinder informed the board that the meeting on June 22 will be the annual meeting and snacks will be provided. A slate of officers will need to be voted on at the annual meeting. The existing officers are willing to stay in their roles but she invited other board members to express their interest in any of the roles. Hearing none, she said that the slate of officers that will be presented for vote will be Pam Kinder, President; Tom Griffin, Vice President; Mike Gualtieri, Treasurer; and Chuck Seeman, Assistant Treasurer/Secretary. Despite his term officially ending June 30, 2026, Mr. Seeman agreed to remain on the board for the upcoming year until another person with financial expertise joins the board. Ms. Kinder encourage all board members to sign up for the library's e-newsletter, follow the library on social media and like and share posts. She also asked board members to attend programs.

Director: Ms. Special welcomed all board members to come to the library for a tour, meet the staff, and learn more about the library's programs, services, and resources. She asked whether there were any questions regarding her report submitted before the meeting. Ms. Kinder asked for an update on the situation with DCF. Ms. Special reported that Mr. Iovino connected her with someone at the Norwich DCF office, who contacted their legal advisor. The situation was discussed, information on the incidents that precluded visits at the library was shared, and Ms. Special asked for some kind of indemnification or insurance rider for the library. DCF informed that Ms. Special was informed that no such indemnification would be provided. No one at the library wants to children to be denied access to the library and its resources, but there is reason for concern based on past events. After discussion, it was decided that visits would be allowed to resume, particularly since we now have security onsite during all operating hours. However, if intervention is required by security or police, the adult causing the disruption will not be allowed to return to the library for DCF visits. Ms. Special will follow up with the contact at DCF.

.

Finance: Mr. Gualtieri presented the financial reports for May, noting that Otis's financial position remains strong 83% into the fiscal year. Total income is at 85%. Expenses are looking good and below budget at 79%. He noted that investments have rebounded nicely since March's economic dip. Ms. Special noted that a transfer may be made

	in June to ensure the budget balances. (Motion to accept made by Mr. Davis; seconded by Ms. Kriss, all approved; the motion passed).
Facilities Committee:	Ms. Kinder reported that the committee did not meet in May but will be working on a long-range plan. Identifying the particulars of what the City provides for the library is also part of the plan.
Nominating Committee:	Mr. Sayet reported that they are looking for someone with financial expertise. He has contacted a few accounting firms and welcomes recommendations.
Fundraising and Development:	No questions on the report that was submitted to the board prior to the meeting.
Friends of Otis Library:	Mr. Davis shared that the Friends are providing $5,000 unrestricted funds to the library. The Friends are hosting "You've Got Talent," an open mic event, on Friday, June 5, at 5:30 in the library's atrium. They will have a table at the Rose Arts Festival on June 27. They will be selling framed literary pages.
Old Business:	None.
New Business:	None
Executive Session:	The board entered executive session to review the Executive Director's evaluation. (Motion to return to the Regular Meeting with note votes taken made by Mr. Griffin; seconded by Ms. Kriss; the motion passed).
Adjournment:	With no further items for discussion, the meeting ended at 5:47 pm. (Motion to adjourn made by Ms. Kriss; seconded by Mr. Griffin, all approved; the motion passed).

Respectfully submitted,

Cathleen Special