



**BOARD OF TRUSTEES
MINUTES OF FEBRUARY 24, 2025 REGULAR MEETING**

- Present:** T. Gomes-Johnson, T. Griffin, M. Gualtieri, P. Kinder, B. Sayet, C. Seeman, F. Walker
- Staff:** C. Special
- Not Present:** K. Brown, A. Grant, Y. Jacaruso, M. Jukoski, K. Kriss
- Call to Order:** Ms. Gomes-Johnson called the regular meeting of the Otis Library Board of Trustees to order at 5:03pm. A quorum was present. There were no changes made to the agenda. The minutes of the regular meeting held January 27, 2025 were reviewed (motion to accept made by Mr. Gualtieri; seconded by Mr. Griffin; all approved; motion passed).
- Reports:**
- President:** Ms. Gomes-Johnson reported that Ms. Ayanti Grant submitted her resignation from the Board. Ms. Grant asked Ms. Gomes-Johnson to share that her work schedule does not allow for her to continue on the board at the moment, but she has enjoyed her time on the board and is hopeful to return at a future date.
- Ms. Gomes-Johnson also reported on a meeting that she, Mr. Gualtieri, and Ms. Special had with the City Manager and Comptroller to discuss the library's budget allocation for 2025-26. The City Manager and Comptroller are recommending flat funding, but it still has to go before the City Council.
- Director:** Ms. Special stated that flat funding for the Library will amount to a cut due to rising costs in most of the library's operating budget line items. In particular, we are anticipating a 10% increase in health insurance and a 5% increase in consortium fees. However, we are very grateful for flat funding from the City because the initial projections were for up to a 10% cut.
- Finance:** Mr. Gualtieri thanked Janice Mackie, the Library's new Business Manager, for reorganizing the structure of the Treasurer's Report. Mr. Gualtieri reported that service fees, passports, and grants and other donations are up. Total income and expenses are at about 56% of the budget, which is on target. Our investment accounts are up from the market dip in late December. (Motion to accept the financial reports made by Ms. Kinder; seconded by Mr. Griffin; all approved; motion passed).

**Fundraising and
Development:**

Ms. Gomes-Johnson referred to Ms. Kaiser's development report. The Evening with an Author Committee did not meet in February but will resume meeting in March. She asked the board to contact Ms. Kaiser or herself if they know of anyone for sponsorships or auction items.

**Friends of
Otis Library:**

Ms. Walker will suggest to the Friends that they contribute a basket to the Evening with an Author silent auction. The Friends enjoyed a demonstration of a new ThermoBind machine presented by Head of Technical Services, Susan Straub. The machine repairs broken spines and was funded by the Friends after the October book sale. The Friends are working toward the April (third weekend in April) book sale and Open Mic Night on May 7.

Old Business:

Ms. Special asked the board to walk with the staff at the St. Patrick's Parade on Sunday, March 2, at 1pm.
Ms. Walker agreed with Mr. Gualtieri's earlier comments about the Treasurer's Report is now easier to read.

New Business:

None.

Adjournment:

With no further items for discussion, the meeting ended at 5:11pm. (Motion to adjourn made by Mr. Griffin; seconded by Mr. Sayet.

Respectfully submitted,

Cathleen Special