



NEW BRITAIN BOARD OF TRUSTEES
October 26, 2022
MONTHLY BOARD MEETING
COMMUNITY ROOM
4:30 PM

Any member of the public wishing to speak at the meeting must notify the board at least 24 hours prior to the start of the meeting. Please email ahowes.nbpl@nbpl.info with your name and topic of discussion.

- I. **Call to Order**
- II. **Public Participation**
- III. **Minutes of Previous Meeting:** September 2022
- IV. **Action Items-** None
- V. **Financial Report-** September 2022
- VI. **Library Director's Report**
 - A. Administrative Report- September 2022
 - B. Statistics- enclosed
- VII. **Committee Reports – Committee Assignments**
 - A. Executive Committee/President's Report – Mr. Humen
 - B. Building Committee – Ms. Ierardi
 - C. Finance Committee – Mr. Whalen
 - D. Community Relations Committee – Mr. Puente
 - E. Friends of the New Britain Public Library – Ms. Cormier
 - F. Board Development Committee – Ms. Ierardi
- VIII. **Old Business**
- IX. **New Business**
- X. **Correspondence**
- XI. **Adjournment**

NEW BRITAIN PUBLIC LIBRARY
MINUTES OF ANNUAL BOARD OF TRUSTEES MEETING, September 28, 2022

PRESENT: Juan Berrios, Sarah Cormier, Susan Girolomoni, Michael Humen, Deidra Ierardi, Donald Naples, Daniel Salerno, Ann Speyer, Bud Volz

ABSENT: Geoffrey Bray, Jerrell Hargraves, Davina Ismail, MaryAnne Kolitsidas, Carlos Puente, John Whalen

STAFF: Pat Rutkowski, Marian Farley, Adam Howes

GUESTS: Ann Anderson, Ashwinee Sadanand

- I. **CALL TO ORDER:** at 5:03 p.m. by President Mike Humen.
- II. **PUBLIC PARTICIPATION:** None.
- III. **MINUTES:** Deidra Ierardi moved to accept the minutes of the August 24, 2022 meeting of the Board of Trustees. Seconded by Juan Berrios. Motion passed.
- IV. **ACTION ITEMS:** Deidra Ierardi motioned to elect Juan Berrios as Trustee for a four-year term, ending in September 2026. Seconded by Bud Volz. Motion passed.
- V. **FINANCIAL REPORT:** August 2022 report, as submitted.
- VI. **A. LIBRARY DIRECTOR'S REPORT:** Annual and monthly report, as submitted by Pat Rutkowski and summarized on the attached sheet. Pat also reported: a three-year-old member of the library achieved her goal of reading her 500th book here at the library; a vaccine clinic, with the new booster, was held on 9/26, and another clinic will take place on 10/17.

B. Statistics – as submitted.

VII. COMMITTEE REPORTS

- A. **Executive Committee/President's Report** – Mike Humen thanked Pat Rutkowski, the Board, and Friends for another successful year; he also thanked Don Naples for coordinating the Annual Meeting at The Hook and Ladder Restaurant. The Board lost two members and is looking to expand by actively recruiting new members. The Library Director's new Administrative Assistant, Adam Howes, was introduced and welcomed. Ann Speyer completed her term as Vice President of the Board and was presented with a gift for her service.
- B. **Building Committee** – Deidra Ierardi reported an update on the roof repair; the source of the leak was identified. Marian Farley has been working with the vendor, Cenaxo, to schedule the repair dates. The second part of the restoration project is for the rear entry project to improve handicap access; this requires approximately 3.5 million dollars in

funding. The grant proposal for the Department of Economic Development and Community Development (DECD) is due on November 1st. The Mayor has a copy of the Library's plans. Geoffrey Bray worked on documents needed for the bidding of the installation of new carpeting. An outside vendor was hired to assist with writing up the bid for the upgraded HVAC system.

- C. **Finance Committee** – Pat Rutkowski reported the Finance Committee met and reviewed the Financial Report. Don Naples asked if the Library is spending at a faster rate than normal. Marian Farley responded that the Library's spending is on schedule and within budget.
- D. **Community Relations Committee** – Susan Girolomoni reported the Literary Libations fundraiser, planned for October, has been postponed until next spring. Susan has recruited a community member who is interested in joining the Community Relations Committee. The Board reviewed the Annual Giving Campaign Income Statement (as submitted). Deidra lerardi asked if the income was from only the most recent mailing. The Board responded that the first donation was received in August and the total income is to date.
- E. **Friends of the New Britain Public Library** – Sarah Cormier reported that the Friends are having a booksale in the Community Room of the Library from Thursday, October 13th through Saturday, October 15th. The holiday sale is planned for December. They will need baked goods and gently used jewelry.
- F. **Board Development Committee** – Deidra lerardi reported progress has been made with the focus groups. She had a great interview with the School District's Directors of Curriculum. The interview focused on more integration between the Library and School District. The focus group with OIC was cancelled; however, the strategic plan is still moving forward. Dan Salerno reported gaining valuable insights from a number of proactive groups promoting Library sustainability: Islamic Association, Boys and Girls Club, YMCA, and the Mayor's Office.
- I. **OLD BUSINESS:** None.
- II. **NEW BUSINESS:** None.
- III. **CORRESPONDENCE:** None.
- IV. **ADJOURNMENT:** The meeting adjourned at 5:58 p.m.

The next meeting will be on Wednesday, October 26, 2022, at 4:30 p.m. in the Community Room.



NEW BRITAIN PUBLIC LIBRARY

Financial Report – September 2022

Target for September is 25.00%. Overall expenses are at 21.98%.

REVENUES

Gifts, Grants, etc.: Is above target in September at 48.98%. Year to date revenues from gifts and grants is \$23,509.

In July the Friends of the Library donated \$10,000 and the Macrisky Foundation donated \$3,000 to the library.

MATERIALS

Software: Is above target at 71.75%. In September we purchased a QuickBooks license for New Britain Institute. The library will be reimbursed in October.

In July we purchased 100 Avast anti-virus software licenses from Digital River.

Online Services: Is above target in September at 28.88%. The library paid for OCLC services, Constant Contact, and Overdrive.

OPERATING EXPENSES

Professional/Contracted Fees: Is above target at 31.19%. The library paid for architectural services from QA+ M, and several Novus Insight bills to address hardware issues.

Audit: The audit is complete for the library, we don't have a report yet. In September we paid half of the audit invoice which was \$7,125.

Fuel & Utilities: Is above target at 26.21%. This is due to an increase in CT Natural Gas and Eversource bills.

Maintenance Contracts, Etc.: Is above target at 28.03%. The library paid for Emcor/New England Mechanical to replace a defective motor in the HVAC system, and Collier to replace an emergency light.