



**NEW BRITAIN BOARD OF TRUSTEES**  
**September 28, 2022**  
**ANNUAL BOARD MEETING**  
**HOOK & LADDER RESTAURANT**  
**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](mailto:ahowes.nbpl@nbpl.info) with your name and topic of discussion.

**I. Call to Order**

**II. Public Participation**

**III. Minutes of Previous Meeting:** August 2022

**IV. Action Items:**

- A. Election of Trustees

**V. Financial Report:** August 2022

**VI. Library Director's Report**

- A. Administrative Report- August 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 MONTHLY BOARD OF TRUSTEES MEETING, August 24, 2022**

**PRESENT:** Sarah Cormier, Michael Humen, Don Naples, Ann Speyer, Geoffrey Bray, Bud Volz, & John Whalen

**ABSENT:** Deidra Ierardi, Davina Ismail, Carlos Puente, Dan Salerno, Juan Berrios, Susan Girolomoni, Jerrell Hargraves

**Staff:** Marian Farley, Asst. Director

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- I. **CALL TO ORDER:** at 4:34 p.m. by President Mike Humen.
- II. **PUBLIC PARTICIPATION:** None.
- III. **MINUTES:** John Whalen moved to accept the minutes of the June 22, 2022 meeting of the Board of Trustees. Seconded by Bud Volz. Motion passed.
- IV. **ACTION ITEMS:** A motion to approve the recommendation of the Finance and Building Committees to accept the bid of Capasso Restoration for roof repairs. Seconded by Bud Volz. Motion passed.
- V. **FINANCIAL REPORT:** June & July 2022 reports, as submitted.
- VI. **A. LIBRARY DIRECTOR'S REPORT:** As submitted by Pat Rutkowski and summarized on the attached sheet. Sarah Cormier commended the staff at the Library, especially in the Makerspace, which her young houseguest visited several times during his visit.  
  
**B. Statistics** – as submitted.
- VII. **COMMITTEE REPORTS**
  - A. **Executive Committee/President's Report** – Mike Humen stated that more Board membership is needed. Some members are finishing their final term and cannot be reelected. The Executive Committee is looking for recommendations for candidates to serve on the Board of Trustees.
  - B. **Building Committee** – Geoffrey Bray reported that the Library has signed a contract for Phase 1 Erwin Building exterior masonry repairs, replacements and cleaning with Capasso Restoration, Inc. While the actual work will be performed over a 3 - 4 month period commencing in late spring of 2023, this fall they will carefully inspect the terra cotta trim in conjunction w/ QA&M Architects to ascertain which pieces need replacement and establish the color match to order in time for delivery to meet their 2023 construction schedule. The Library has hired RZ Design Associates to provide engineering consulting services to specify a HVAC control system to replace the very outdated existing controls which date back to the 1980s. Additionally we have contracted with Cenaxo to do a short list of roof related repairs.

The committee is also looking very preliminarily at a possible redesign to make the rear entrance to the Library more accessible and safe for all patrons.

- C. **Finance Committee** – As submitted by John Whalen. A discrepancy was discovered in the Library's Life Insurance policy for staff. A rider was added to fix it. We are considering moving money from CD's to other instruments like Treasury bonds which pay much higher interest.
- D. **Community Relations Committee** – Ann Speyer reported that she will be coming off the Board at the end of September. The committee continues to plan the Literary Libations event, which will be held at the Back Nine Tavern, featuring a speaker/author. Susan Girolomoni is coordinating this event. Ann also noted that the annual appeal letter is being mailed without personal notes this year, as that effort has not affected donations in past years. The Committee is encouraging Makerspace activities.
- E. **Friends of the New Britain Public Library** – Sarah Cormier reported that a textbook sale is being held at the Library until September 13. She noted that the Friends donated \$10,000 to the Library this year. A sign-up sheet was passed around for the upcoming Friends of the Library book sale. They need assistance.
- F. **Board Development Committee** – Mike Human reiterated the need for getting new Board members, as this committee has several vacancies.
- I. **OLD BUSINESS**: None.
- II. **NEW BUSINESS**: None.
- III. **CORRESPONDENCE**: None.
- IV. **ADJOURNMENT**: The meeting adjourned at 5:15 p.m.

The next meeting will be the Annual Meeting on Wednesday, September 28, 2022, at 4:30 p.m. at The Hook & Ladder Restaurant, on Main St in New Britain. Refreshments will be served at 4 p.m. In addition to Board members, coordinators of the Friends of the Library are invited to attend. Don Naples will collect RSVP's for this event.