



**NEW BRITAIN BOARD OF TRUSTEES**  
December 7, 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](mailto:ahowes.nbpl@nbpl.info) with your name and topic of discussion.

**I. Call to Order**

**II. Public Participation**

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

**IV. Action Items-**

- A. Election of Vice President
- B. Resolution – Authorization of application and signature of Round Two funding from the DECD Community Investment Fund 2030

**V. Financial Report-** October 2022

**VI. Library Director's Report**

- A. Administrative Report- October 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, October 26, 2022**

**PRESENT:** Juan Berrios, Geoffrey Bray, Sarah Cormier, Deidra Ierardi, Donald Naples, Daniel Salerno, John Whalen

**ABSENT:** Susan Girolomoni, Jerrell Hargraves, Michael Humen, MaryAnne Kolitsidas, Carlos Puente, Francis Volz

**STAFF:** Pat Rutkowski, Marian Farley, Adam Howes

**GUESTS:** Cathy Cheney, Ernesto Baez

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- I. **CALL TO ORDER:** at 4:38 p.m. by John Whalen.
- II. **PUBLIC PARTICIPATION:** None.
- III. **MINUTES:** Juan Berrios moved to accept the minutes of the September 28, 2022 meeting of the Board of Trustees. Seconded by Deidra Ierardi. Motion passed.
- IV. **ACTION ITEMS:** None.
- V. **FINANCIAL REPORT:** September 2022 report, as submitted.  
  
Deidra Ierardi asked what is the Macristy Foundation. Pat Rutkowski stated the Macristy Foundation is a manufacturing firm located in New Britain.
- VI. **A. LIBRARY DIRECTOR'S REPORT:** Monthly report, as submitted by Pat Rutkowski and summarized on the attached sheet. Pat thanked the Friends of the Library for their hard work at the book sale; she thanked Amanda Vincent for her service to the library, and welcomed Amaly Zubeidy as her replacement in the Makerspace; she also shared that former U.S. Representative, Nancy Johnson, visited the Makerspace.  
  
**B. Statistics** – as submitted.
- VII. **COMMITTEE REPORTS**
  - A. **Executive Committee/President's Report** – None.
  - B. **Building Committee** – Deidra Ierardi reported the Library is waiting for Cenaxo to fix leaks in the roofs of the Erwin and Cooper buildings. The bid package is ready for the HVAC control system upgrade. Don Naples asked about the estimated cost. The estimated cost is roughly 98 thousand dollars. The Department of Economic and Community Development (DECD) grant proposal is due on January 3, 2023. Mayor Stewart and Sen. Lopes have given verbal commitments of support for Library projects. The Library is seeking 4.5-5 million dollars in funding for phase II renovations and the rear public entry project.

- C. **Finance Committee** – John Whalen reported the Library is under budget and there are no unusual expenses. Whittlesey presented the draft audit. There were no difficulties obtaining information while auditing the Library. Marian Farley and John Whalen met with TD Wealth Management; the Library will keep one Certificate of Deposit, and move the remainder of reserves into 12-month Treasury Bills.
- D. **Community Relations Committee** – None.
- E. **Friends of the New Britain Public Library** – Sarah Cormier reported the Friends of the Library donated eight thousand dollars this year. The fall book sale was a success, especially the bag sale. Bags were sold for seven dollars per bag. Don Naples, Dan Salerno, and Susan Girolomoni were thanked for their help. The next fundraiser is the holiday sale of jewelry, baked goods and holiday items from 10 a.m. to 1 p.m. on Saturday, December 3, 2022.
- F. **Board Development Committee** – Deidra Ierardi reported the Board Development Committee is proposing a 90-minute presentation with an EOS (Entrepreneurial Operating System) Company specializing in strategic planning. Dan Salerno stated the strategic plan should focus on recruitment, fundraising, and branding. Geoffrey Bray reported that the Institute, as a member of the National Nonprofit Learning Lab, is providing access to online training to all Board members to help with the strategic plan. The Board scheduled the EOS presentation in the Community Room on Saturday, December 10, 2022, from 10:00 a.m. to 11:30 a.m. Geoffrey reported that the Institute has given the Library swag bags (to promote the branches and Institute) to be used as we see fit.
- I. **OLD BUSINESS**: None.
- II. **NEW BUSINESS**: None.
- III. **CORRESPONDENCE**: None.
- IV. **ADJOURNMENT**: The meeting adjourned at 5:48 p.m.

**The next meeting will be on Wednesday, December 7, 2022, at 4:30 p.m. in the Community Room.**