

Present: Philip A. Bean, Diana L. Koury, Carol W. Steele, Elizabeth Ellis, Raina L. Goldbas, Linda T. Madore, F.X. Matt III, Dominic R. Passalacqua, Ruth A. Pugliese, Helen S. Schwartz, Christopher Sagaas, Sara Billman

Excused: Evon M. Ervin, Gabriel J. Hage, Julia Fernandez, Darlene Mack-Brown

Absent: Paula J. Flisnik

Philip Bean called the meeting to order.

### **Conflict of Interest Review**

There were no conflicts of interest.

Approval of the 10/17/2024 Board of Trustees Meeting Minutes.

On motion of Carol Steele and seconded by Linda Madore the 10/17/2024 Board Meeting Minutes were approved.

### **Old Business**

- Chris updated the Board on the progress of the parking lot construction project and stated he hopes the lot will be available for use before Thanksgiving.
- The Library is still waiting on DRI reimbursement.
- Oneida County funding will remain the same in 2025. We are still waiting on the fourth quarter payment from the County from the 2024 Appropriation.

### **November 2024 Director's Report**

Chris reviewed the Director's report of activities during the last month.

- The Annual Report to the Community is at the printers and should be in the mail this weekend. Chris requested approval of the report.

On motion of Helen Schwartz and seconded by Diana Koury the 2023-2024 Annual Report to the Community was unanimously approved.

- Dom noted that Chris was one of four library directors in Mid York chosen to be a part of the search committee for Mid York's new Executive Director and thanked him for his part on the committee.
- Chris talked about attending the NYLA conference in Syracuse along with a few staff members. He thanked the trustees for supporting the professional staff in this way.

### **November 2024 Financial Report**

Diana Koury reviewed the November Budget Report with October 2024 data.

- Diana confirmed both endowment distributions were completed. The distributions of \$165,000 from Vanguard and \$150,000 from our unrestricted funds with Caruso McLean are in support of the rear moat wall and parking lot project.
- Expenses were up this month due to it being a three payday month and payments made to Pike Construction for the parking lot project.
- Revenue is up about \$24,000.
- Ending cash balance is at \$781,077, which is down \$72,000 from last month due to the above mentioned expenses.
- Investments are down \$37,000 from last month.

On motion of Helen Schwartz and seconded by Linda Madore the November 2024 Budget Report was unanimously approved.

Diana reviewed October 2024 disbursements and confirmed that all expenses \$500 and over were approved by two Board Officers prior to payment. Payroll and utilities expenses do not require prior approval.

On motion of Linda Madore and seconded by Dominic Passalacqua the October 2024 disbursements were unanimously approved.

- CLSA funding is expected this week.
- Chris and Diana worked to provide Dr. Marsha Wineburgh with requested financial documents in order to move forward with adding funds to the Wineburgh Fund for Adult Literacy that was established last fiscal year.

### **New Business**

- The Library is hosting Central New York Library Resources Council (CLRC) Legislative Breakfast on Friday, December 6<sup>th</sup>. Chris encouraged trustees to attend and register, and will also be sending out a link to a webinar to better understand library advocacy.
- The Library will serve as a drop off site for Stuff the Bus on Saturday, December 7<sup>th</sup>, and will be offering holiday programming that day as well.
- The Library, once again, will be a host site for a Catholic Charities giving tree.
- Utica Lions Club donated \$250 to The Library this week.
- The Library has been nominated for Business of the Year in the category of non-profits with under 50 employees with the Greater Utica Chamber of Commerce. Chris, along with several supervisors, will attend the luncheon on Thursday, December 12<sup>th</sup>. Trustees are invited to attend and Chris will communicate about reserving a table.
- Phil thanked Heidi and Sara for their extra effort in the successful Utica: Then and Now exhibit opening.
- Chris thanked Heidi and Dale for their excellent attitude and troubleshooting of problems that arise.

### **Adjournment**

On motion of Helen Schwartz and seconded by Diana Koury the Board meeting was adjourned.

The next Board meeting will be held on Thursday, December 12<sup>th</sup> @ 4pm, which is three weeks from today.

Respectfully submitted,  
Sara Billman