

Present: Philip A. Bean (video), Evon M. Ervin (video-does not count toward quorum), Diana L. Koury, Gabriel J. Hage, Carol W. Steele, Julia A. Fernandez, Elizabeth Ellis, Paula J. Flisnik, Raina L. Goldbas, Darlene Mack-Brown, Dominic R. Passalacqua, Helen S. Schwartz, Christopher Sagaas, Sara Billman

Excused: Linda Madore, F.X. Matt III, Ruth A. Pugliese

Conflict of Interest Review

There were no conflicts of interest.

Approval of the 2/20/2025 Board of Trustees Meeting Minutes.

On motion of Carol Steele and seconded by Dominic Passalacqua the 2/20/2025 Board Meeting Minutes were approved.

Old Business

- The final Downtown Revitalization Initiative (DRI) payment of \$39,100 has been received. The Library has been officially fully reimbursed for all expenses for this project.
- Rear Moat Wall Project: The new lights have been installed in the parking lot. They look great and are very bright. The railing and concrete should be finished in the next few weeks, as well as laying “hydroseeding” the new grass areas. The final layer of blacktop also has to be applied. The project should be done some time in May, at which point the The Library will schedule a ribbon cutting with The Greater Utica Chamber of Commerce.
- Plans for a new elevator for The Library have been submitted to New York State Historic Preservation Office (SHPO). The funding for this project and the possibility of a capital campaign was discussed.

March 2025 Director’s Report

Chris reviewed some of his activities during the last month.

- Chris and Heidi continue to address staffing shortages and vacancies.
- The Library hosted this year’s Leadership Mohawk Valley cohort. Staff gave tours and presentations.
- Chris requested approval to officially appoint Taryn Jessen-Jewett as a new part-time circulation clerk.

On motion of Darlene Mack-Brown and seconded by Julia Fernandez the appointment of Taryn Jessen-Jewett was unanimously approved.

Governance Committee Report/Quarterly Committee Reports

A copy of the Governance Committee quarterly report was included with the board materials. Going forward, each committee would be expected to submit something similar on a quarterly basis. The next Committee Reports will be due at the June meeting. An updated committee roster was also included with the materials for this meeting.

March 2025 Financial Report

Diana Koury reviewed the March 2025 Budget Report with February 2025 data.

- Not a lot of movement with revenue.

- Expenses are up mostly due to pension payment to the City and a payment to Pike Construction for the rear moat wall and parking lot project.
- Investments are down approximately \$11,000. A deposits column has been added to the investments report and should now include the \$25,000 deposit from Marsha Wineburgh for The Wineburgh Fund.

On motion of Julia Fernandez and seconded by Paula Flisnik the March 2025 Budget Report was approved.

Diana reviewed February 2025 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 Helen Schwartz and seconded by Paula Flisnik the February 2025 disbursements were approved.

Chris reviewed the 2025-2026 Draft Operating Budget with the trustees. This budget is increased by 3% overall and includes wage increases for all staff. This was reviewed and approved by the Finance Committee prior to today's meeting.

On recommendation from the Finance Committee, the Draft Operating Budget for the 2025-2026 fiscal year was unanimously approved.

New Business

- The Library's 2024-2025 Annual Appeal has brought in just over \$50,000, including a follow up postcard mailing to the appeal that was done in February at the recommendation of Trustee Julia Fernandez. This brought in approximately \$4,300.
- The Library is planning its annual Staff Development Day for Thursday, April 24th. The Library will be closed to the public that day while the staff does required annual training and holds internal meetings.

Adjournment

On motion of Phil Bean and seconded by Raina Goldbas the Board meeting was adjourned.

The next Board meeting will be held on Thursday, April 17th @ 4pm.

Respectfully submitted,
Sara Billman