

Utica Public Library  
Board of Trustees Meeting Minutes  
Thursday, December 16, 2021

Present: Linda T. Madore, Philip A. Bean, Diana L. Koury, Anthony Spiridigloizzi (phone), John Bartle, Robert W. Dicks, Jr., F.X. Matt III, Ruth A. Pugliese, Kathleen Salsbury (video), Gabriel J. Hage (phone) Helen S. Schwartz (video), Christopher Sagaas, Heidi McManus, Sara Billman

Excused: Evon M. Ervin, Paula J. Flisnik

### **Conflict of Interest Review**

There were no conflicts of interest.

- Approval of 11/18/2021 Board of Trustees Meeting Minutes

On motion of Bob Dicks and seconded by Diana Koury the 11/18/2021 Board of Trustees Meeting Minutes were unanimously approved.

### **Old Business**

- The Library will soon be receiving the Bullet Aid from Assemblywoman Buttenschon's office in the amount of \$6,000. This was earmarked for HVAC improvements.
- The DRI process is moving forward.

### **December 2021 Director's Report**

Chris reviewed his monthly Director's Report. He outlined his subject specific events and weekly meetings with staff, supervisors and The Mid York Library System (MYLS) over the past month.

Chris requested approval of The Library's new operating hours, effective January 3<sup>rd</sup>, 2022:

Monday-Thursday 9am-8pm (11 hours)  
Friday-9am-5pm (8 hours)  
Saturday-9:30am-12:30pm (3 hours)  
Sunday – CLOSED

On motion of Phil Bean and seconded by John Bartle, The Library's new operating hours were unanimously approved.

### **December 2021 Financial Report**

Diana reviewed the financial report.

Diana reviewed the Budget Report for November 2021:

- Income unchanged. Pension payment was made, slightly over budget.
- Decreased deferred revenue, school taxes received.

Diana reviewed The Library's endowment funds:

- While the investment returns lost about \$42,000, Diana noted that returns were up \$166,000 from the beginning of the fiscal year.

On motion of Bob Dicks and seconded by Phil Bean the November 2021 Budget Report was unanimously approved.

Diana reviewed the November 2021 Disbursement Report 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.

Diana noted that disbursements were up this month due to the pension payment to the City.

On motion of John Bartle and seconded by Tony Spiridigloizzi the November 2021 Disbursement Report was unanimously approved.

### **New Business**

- The Annual Appeal was mailed out and The Library has begun receiving donations. Thus far, approximately \$25,000 has been received as a result of the appeal.
- Chris notified the Trustees that The Library is currently dealing with a New York State Division of Human Rights complaint stemming from the termination of an employee. Chris met with the Executive Committee who approved securing legal counsel in the matter. He will keep the trustees informed and up to date but does not anticipate a resolution for a few months.
- The Library was among 48 other libraries in the USA asked to participate in a nationwide research study about the meaning and value of libraries with urban community residents. A conversation with people from the community will take place on February 23, 2022 and Chris will be gathering a group to participate per the study's requirements.
- Gabrielle Kinney, The Library's Programming Coordinator, submitted a successful application for Foundational Planning Assistance through the Documentary Heritage and Preservation Services for New York (DHPSNY) Planning & Assessment Services and The Library was selected.

The purpose of the Foundational Planning Assistance is to strengthen our capacity in the areas of preservation, collections management, and resource development in anticipation of engaging in a comprehensive assessment within the next one to three years.

- The Oneida County History Center highlighted our collaborations in their most recent membership letter.
- Heidi talked about The Next Chapter Book Club's 10 year anniversary celebrations. She discussed the club's origin and purpose and shared how the club was planning to celebrate their 10 year anniversary.
- The Library has officially unfurloughed all staff laid off in March 2020. Some employees will not be returning. Two positions have been filled and staffing planning for the next fiscal year has begun.

- Chris thanked Phil Bean for coordinating with a donor which ultimately led to The Library receiving \$5,000 to be put towards new lighting in the Gallery on the second floor.
- Chris met with Mary Ellen McGillan, the new Executive Director of Mohawk Valley Center For The Arts, Inc. to discuss future collaboration.
- Chris talked with Bruce Brodsky regarding preparing for next year's long range planning process. He will not be able to lead The Library in this process, but has some suggestions about who Chris can work with and they will have some more meetings.

**Adjournment**

On motion of John Bartle and seconded by Linda Madore the meeting was adjourned.

The next Board meeting will take place on Thursday, January 20th at 4pm.

Respectfully submitted,

Sara Billman