

Present: Philip A. Bean, Diana L. Koury, Paula J. Flisnik, Gabriel J. Hage, Linda T. Madore, F.X. Matt III, Christopher Sgaas, Heidi McManus, Sara Billman

Excused: Robert W. Dicks, Jr., Evon M. Ervin, Ruth A. Pugliese, Kathleen Salsbury, Helen S. Schwartz, Anthony Spiridigloizzi

Conflict of Interest Review

There were no conflicts of interest.

- Approval of the 10/20/2022 Board of Trustees Meeting Minutes
*As there wasn't a quorum at this meeting, no items up for approval were approved.
Trustees present recommended that all items for approval be approved at the next meeting at which a quorum is present.

Old Business

- The CDBG funded project to repair the two south chimneys has been completed. Chris will submit the voucher for payment to The City of Utica. The moat shoring project is the last scheduled capital improvement project in this calendar year, and likely the rest of the 2022-23 Fiscal Year.
- Chris is still communicating with Phil Sbarra in regard to the pillar work that is part of the DRI Grant. There may be additional funding available that could help cover the cost of the pillar replacement should NYSHPO ultimately not approve the cast stone alternative. Chris hopes to have a determination about this by the December meeting.

November 2022 Director's Report

- The Library recently hosted Take Back the Night for The YWCA, HalloWine for Catholic Charities, and Leadership Mohawk Valley's Education Day. All the organizations The Library hosted were extremely complimentary of the staff and pleased with the experience. Paula suggested our hosting of HalloWine may yield a tax benefit. Chris will look into this.
- The final payment from the 2022 Oneida County appropriation has been received. The Oneida County budget has no increase in funding for The Library in 2023.
- Chris shared the realtor's assessment of the parking lot properties with Mike Fitzgerald. Presently, The Library will continue to hold on to the properties. F.X. suggested looking into establishing a usage agreement. Chris will research this further.
- Chris and Heidi shared some highlights from the NYLA conference in Saratoga. Chris thanked the trustees for approving the budget for conference and travel and stated how important the experience is for the staff.

Governance Committee Report

- Chris reviewed the diversity and equity statement The Library will be adopting based on the Committee's recommendation. This will be added to the website.
- The Governance Committee is recommending the following trustees be approved for the following terms:
 - Julia Fernandez – Filling the remainder of Tony Paolozzi's unfilled term expiring May 2023 starting December 2022

- Raina Goldbas – Filling the remainder of John Bartle’s unfilled term expiring May 2024 starting December 2022
- Carol Steele – First full term beginning May 2023

As there was no quorum at the meeting to approve the above trustees, Chris will be requesting approval again at the December meeting and will resend their resumes to the Board prior to the meeting.

November 2022 Financial Report

Diana Koury reviewed the November Budget Report with October 2022 data.

- Income and expenses are both on track. Salaries continue to be the largest expense each month.
- Diana reviewed The Library’s investment portfolio. Investments are up \$76,000 from last month but down about \$300,000 from last year.

Diana reviewed the October 2022 Disbursements 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.

- Utilities spending is looking good and is less than where we were a year ago. Taking into account being open more hours than at this time last year, this is a good sign. The bulk of the school tax levy should be received by the end of the month.

New Business

- Chris will be a guest on Talk of the Town on WUTQ 110.7 FM on Tuesday, November 22nd @ 7:30am to promote The Library.
- Chris, Brie and Gabe will be attending Jingle Jam, a Chamber event on Thursday, 12/1.
- Chris again encouraged everyone to attend the Legislative Breakfast on January 6, 2023 at Utica University’s library. He will resend the registration information to the Trustees.
- The Library will be hosting two concerts in the Second Floor Gallery in December: Opus Black Trio, a string group on Friday, 12/9; and The New Horizons Barbershop Chorus on Monday, 12/12.
- Chris detailed a project that Brie Jow worked on with The Center using ARPA funds to pay for orientation tools for clients of The Center to use. A number of new cards were issued to people in the six groups that came into The Library this week, and items were checked out to some of these new borrowers as well.
- The first Model Tester Meeting as part of the IMLS Libraries in Community Systems Study took place this morning. It was great, and a tool to evaluate how a library contributes to its community’s well-being will be developed for use by the end of the project in 2024. The first payment for participating in the study was received today as well.

Respectfully submitted,
Sara Billman