

Present: Linda T. Madore, Diana L. Koury, Evon M. Ervin, Ruth A. Pugliese, Kathleen Salsbury, Helen S. Schwartz, Raina L. Goldbas, Julia A. Fernandez, Christopher Sagaas, Heidi McManus, Sara Billman

Excused: Philip A. Bean, Anthony Spiridigloizzi, Robert W. Dicks Jr., Paula J. Flisnik

Absent: F.X. Matt III, Gabriel J. Hage

Conflict of Interest Review

There were no conflicts of interest.

- Approval of the 1/26/2023 Board of Trustees Meeting Minutes.

On motion of Evon Ervin and seconded by Kathleen Salsbury the 1/26/2023 board meeting minutes were unanimously approved.

Old Business

- Chris did not have anything to report on The Library's meeting room use policy and the need to review and compare it to other library's policies. When he can devote his time to this, he will plan to discuss with the Governance Committee and then the full board.
- The DRI project is moving forward. NYSHPO (New York State Historic Preservation Office) has approved the use of cast stone alternative for the pillars so long as the contractor preserves the blue stone when possible. Lupini Construction has been on site twice to color match the stone. Chris noted that the total cost of the DRI project, which includes the horseshoe sidewalk repair, has gone up from \$101,900 to approximately \$117,000. While a line of credit from Bank of Utica would cover the up-front cost of the originally estimated amount of \$101,900, Chris hopes that CDBG funding could cover the remaining amount.

February 2023 Director's Report

- Chris and Sara met with Barry Sinnott and Sam Esposito of Bank of Utica to move forward the process of The Library moving its operating account from Adirondack Bank to Bank of Utica. The proper internal controls (dual control) are now present in order for this to happen. Linda Madore suggested looking into also moving The Library's corporate credit cards from Adirondack Bank to Bank of Utica. Chris will look into this.
- Chris, Heidi and Sara have been meeting and working on updating the employee handbook. This process started a few years ago with Linda's assistance. Once a final draft is available for review, Chris will share with the Human Resources Committee and also have it reviewed from a legal standpoint. The plan is to reveal the revised handbook to the staff at Staff Development Day in April.
- There has been a significant uptick in problem patron behavior recently and as a result of this Chris arranged for himself and Heidi to meet with the Utica Police Department to discuss our process and theirs. Chris and Heidi will meet with staff to ensure they are comfortable utilizing UPD as a resource when dealing with patron behavioral issues.
- Chris requested approval to use the annual distribution to The Library from The Community Foundation's Rodger G. and Phyllis A. Haley Fund for a new book return bin. The distribution is for approximately \$2,497 and would cover about half the cost of a new bin. Chris noted that due to recent generous contributions, The Library has the funds to cover the remainder of the purchase, which would come out of the next fiscal year's budget.

On motion of Kathleen Salsbury and seconded by Helen Schwartz, the use of the annual distribution from the Roger G. and Phyllis A. Haley fund to cover a portion of the cost of a new return book bin was unanimously approved.

- Chris updated the trustees on the status of the long range planning process, which is being run by Gabe Hage. Gabe met with senior staff members the previous week as part of this process. Chris requested that trustees suggest potential candidates/community stake holders to participate in a focus group and/or survey that will be part of the long range planning process.

February 2023 Financial Report

Diana Koury reviewed the February Budget Report with January 2023 data.

- Revenue is up \$43,000 from last month, mainly due to contributions from the Cardamone Estate and Betsi Dugan. Expenses are up due to salaries, benefits and utilities.
- Diana reviewed The Library's investment portfolio. Investments are up \$200,000 from last month, and this includes the recent \$100,000 CD purchase.

On motion of Raina Goldbas and seconded by Julia Fernandez the February Budget Report was unanimously approved.

Diana reviewed the January 2023 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.

On motion of Helen Schwartz and seconded by Raina Goldbas the January disbursements were unanimously approved.

New Business

- Chris relayed a great story about a fourth grade student from Martin Luther King, Jr. School who was at The Library for a field trip. Amanda (Youth Services Director) was leading the field trip, during which she showed the children the Dominican Artist's Exhibit. The student, who had recently moved to Utica from the Dominican Republic, was very excited to see the artwork that represented his home country and this resulted in classmates asking him questions about the different places featured in the artwork. Amanda pointed out that moments like these are why representation matters.
- The Dominican Artist's Reception was held at The Library on Saturday, February 4th. Chris and Ruth Pugliese attended, as did Assemblywoman Marianne Buttenschon.
- The Library's traffic and circulation numbers are steadily increasing.
- Chris is working on setting up a Finance Committee meeting to review the draft budget.
- The Facilities Supervisor position will be posted tomorrow.

The next board meeting will be held on Thursday, March 16th @ 4pm.

On motion of Diana Koury and seconded by Helen Schwartz the trustees unanimously agreed to adjourn the meeting.

Respectfully submitted,
Sara Billman