

Present: Philip A. Bean, Gabriel J. Hage, Diana L. Koury, Carol W. Steele, Julia A. Fernandez, Raina L. Goldbas, Darlene Mack-Brown, Linda T. Madore, F.X. Matt III, Ruth A. Pugliese, Helen S. Schwartz, Christopher Sagaas, Sara Billman

Excused: Evon M. Ervin, Elizabeth Ellis, Paula J. Flisnik, Dominic R. Passalacqua

Conflict of Interest Review

There were no conflicts of interest.

Approval of the 3/20/2025 Board of Trustees Meeting Minutes.

On motion of Darlene Mack-Brown and seconded by Ruth Pugliese the 3/20/2025 Board Meeting Minutes were approved.

Old Business

- Rear Moat Wall Project/Parking Lot: Next week, the remaining layer of concrete and hydro-seeding should get done. The final layer of blacktop should be down two weeks prior to ribbon cutting, which is scheduled for 5/20 @ 2:30pm.
- New York State Historic Preservation Office (SHPO) responded to the plans submitted for a new elevator for The Library. The plans were approved with some caveats regarding the pitch of the roof.

March 2025 Director's Report

Chris reviewed some of his activities during the last month.

- Jonathan Lin, a former Pratt Student from Brooklyn, has been working with Chris and Heidi over the last few months to provide The Library with an option for a new brand identity. Mr. Lin gave his rebranding presentation to the Trustees. The Board acknowledged the amazing opportunity that Mr. Lin has provided the organization and will seriously consider his ideas.
- Chris requested approval to appoint two new employees to their positions: Gabriella Hudziak as a temporary, part-time library assistant in the Reference Department and Andrea Racquel Rodriguez Rosario as a new full-time clerk in the Circulation Department. Andrea has been working part-time in the Circulation Department since 2022.

On motion of Linda Madore and seconded by Helen Schwartz both appointments were unanimously approved.

April 2025 Financial Report

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

- The school tax levy has been paid in full, which explains the change in deferred revenue.
- Investments are down \$71,000.

On motion of Helen Schwartz and seconded by Linda Madore the April 2025 Budget Report was approved.

Diana reviewed March 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 Linda Madore and seconded by Darlene Mack-Brown the March 2025 disbursements were approved.

New Business

- The Library will be posting three new positions, including a Marketing Librarian.
- Chris and Amanda attended a Pinwheel MVCAA event to draw attention to child abuse prevention month. Patti Demma from MVCAA acknowledged the library in her speech.
- Chris did another taping of the Joe Kelly Show at which he talked about First Source sponsoring the museum passes that we circulate to cardholders.
- Chris will be participating in the Oneida County History Center telethon on May 14th and encouraged Trustees to tune in and participate.
- Chris asked Trustees to consider whether they would like their NYLA memberships renewed.
- An anonymous donor is assisting the library with the purchase of a John Deere tractor with some additional implements.
- Ruth Pugliese shared the name of a prospective Trustee with the Board.

Adjournment/Executive Session

On motion of Darlene Mack-Brown and seconded by Diana Koury the Board meeting was adjourned.

On motion of Darlene Mack-Brown and seconded by Diana Koury, the Trustees went into Executive Session, where the following actions were taken:

The Board formally accepted Chris Sagaas' resignation from the Utica Public Library. His last day will be Friday, May 23rd.

The Board formally named Heidi McManus as Interim Director until the Director position is officially filled.

The Board ended Executive Session to resume the Regular Board Meeting and motioned to adjourn.

The next regular and Annual Board meeting will be held on Thursday, May 15th @ 4pm.

Respectfully submitted,
Sara Billman