

Utica Public Library
Executive Committee Meeting Minutes
Thursday, July 20, 2023

Present: Philip A. Bean, Evon M. Ervin, Diana L. Koury, Gabriel J. Hage, Christopher Sagaas, Sara Billman

Excused: Anthony Spiridigloizzi

Conflict of Interest Review

There were no conflicts of interest.

Old Business

- DRI Sidewalk Start Date has yet to be determined. Chris has reached out via e-mail each month to get a response, but has not heard back from Central Paving.

July 2023 Director's Report

- Chris, Wanda Bruchis and Lisa Matte had their annual meeting with County Executive Anthony Picente, Jr. It was a good meeting, and Chris left feeling hopeful that libraries could see an increase in funding from Oneida County in 2024.
- Chris discussed next year's field trip and author talk with Jacqueline Woodson, scheduled for June 2024. Library staff are in the planning stages with buy-in from Utica City School District and MVCC. The Library plans to raise funds for the visit via Mohawk Valley Gives, a Community Foundation initiative for local nonprofits which is set to take place in September 2023.
- The District 5 Federated Garden Show is set to take place at The Library again this year on September 8th & 9th.
- The October 14th event, "Professor Lalli's Library of Curiosities", is in the planning stage. Library staffers Amanda Stewart and Chris McNicholl applied for - and The Library was awarded - a \$5000 grant to put on a Halloween event at The Library. Amanda and Chris are collaborating with a number of local theater groups, e.g. Players of Utica, the Utica University Drama Department and The Guild of Thespian Puppets to put on a scary show intended for those 16 and older.
- Chris attended the Greater Utica Chamber of Commerce Business After Hours at F.X. Matt Brewery with Brie Jow.
- Statistics have been great. Traffic, Circulation and Program Attendance have improved substantially and are back to - and in some cases better than - pre-pandemic numbers.

New Business

Long Range Planning Committee: Gabe sent the survey questions to Chris. The next meeting is on August 8th.

July 2023 Financial Report

Diana reviewed the Budget Report for July 2023.

Diana reviewed The Library's investment portfolio.

On motion of Diana Koury and seconded by Evon Ervin the July 2023 Budget Report was unanimously approved.

Diana reviewed the June 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 Diana Koury and seconded by Evon Ervin the June 2023 Disbursement Report was unanimously approved.

Finance Committee Recommendation for CD purchase

The Finance Committee recommended The Library invest its recently matured CD plus interest in a new six-month CD with a maturity date no later than January 2024.

On motion of Diana Koury and seconded by Evon Ervin the CD purchase was unanimously approved.

Adjournment

On motion of Diana Koury and seconded by Gabriel Hage the Trustees unanimously agreed to adjourn the Executive Committee meeting.

The next Executive Committee meeting will take place on Thursday, August 17th at 4pm.

Respectfully submitted,
Sara Billman