

Utica Public Library  
Executive Committee Meeting Minutes  
Thursday, August 17th, 2023

Present: Philip A. Bean, Evon M. Ervin (via video), Diana L. Koury, Anthony Spiridigloizzi  
Gabriel J. Hage, Christopher Sagaas, Sara Billman

### **Conflict of Interest Review**

There were no conflicts of interest.

### **Old Business**

None.

### **August 2023 Director's Report**

- Utica Fire Department will be conducting a building inspection this month.
- Circulation numbers have been great, at least 3 to 4 times what they were this time last year.
- A contract was signed with the author who is set to visit in June 2024.
- Chris will provide a full Director's Report at the September Board meeting that will go over summer activities.

### **August 2024 Financial Report**

Diana reviewed the Budget Report for August 2023.

Revenue is up due to receiving funds from Oneida County. Expenses are up due to salary and benefits.

Diana reviewed The Library's investment portfolio. Investments are up \$42,000 from last month.

On motion of Gabriel Hage and seconded by Anthony Spiridigloizzi the August 2023 Budget Report was unanimously approved.

Diana reviewed the July 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 Anthony Spiridigloizzi and seconded by Phil Bean the July 2023 Disbursement Report was unanimously approved.

### **New Business**

Chris has been communicating with the auditors and an extension has been filed so the 990 can be approved at the September Board meeting prior to being submitted. The Finance Committee will meet to review the audit on September 8<sup>th</sup>.

Chris continues to explore options in regards to earning more interest on The Library's income.

Chris requested approval for alcohol being served at The Library on November 14<sup>th</sup> for the Greater Utica Chamber of Commerce Business After Hours event.

On motion of Gabriel Hage and seconded by Anthony Spiridigloizzi the Executive Committee unanimously approved serving alcohol at The Library on Tuesday, November 14<sup>th</sup>.

**Adjournment**

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

The next Board meeting will take place on Thursday, September 21st at 4pm.

Respectfully submitted,  
Sara Billman

DRAFT