

Present: Philip A. Bean, Evon M. Ervin, Gabriel J. Hage, Carol W. Steele, Elizabeth Ellis, Julia A. Fernandez, Raina L. Goldbas, Darlene Mack-Brown, F.X. Matt III, Dominic R. Passalacqua, Ruth A. Pugliese, Helen S. Schwartz, Christopher Sagaas, Sara Billman

Excused: Diana L. Koury, Paula J. Flisnik, Linda T. Madore

Philip Bean called the meeting to order.

Conflict of Interest Review

There were no conflicts of interest.

Approval of the 12/12/2024 Board of Trustees Meeting Minutes.

On motion of Gabriel Hage and seconded by Darlene Mack-Brown the 12/12/2024 Board Meeting Minutes were approved.

Old Business

- The first reimbursement check for the DRI project was received and The Library received an additional \$4,533.86 due to New York State Finance Law regarding timing of payment to vendors.
- All Trustees completed the minimum Trustee training requirements in calendar year 2024.

January 2025 & December 2024 Director's Report

Chris reviewed some of his activities during the last two months.

- Chris worked with PIKE construction to make some adjustments to the temporary lighting in the parking lot. Permanent lighting is still on track to be installed in February.
- Chris requested approval of the 2025 Utica City School District Tax Levy Proposition to fund the 2026-2027 fiscal year.

On motion of Dominic Passalacqua and seconded by Ruth Pugliese requesting an increase to the school district tax levy within the tax cap in the amount of \$28,772 was approved.

- Chris requested approval for the appointment of two newly hired staff members: Alexis Dygert, Full Time Youth Services Librarian, and Scarlen Lopez, Part Time Library Assistant in Youth Services. Resumes for both new hires were included in the board meeting materials.

On motion of Darlene Mack-Brown and seconded by Helen Schwartz the appointment of both new hires was unanimously approved.

January 2025 Financial Report

Carol Steele reviewed the January Budget Report with December 2024 data.

- The Library has received 100% of its funding from Oneida County for the 2024 calendar year.
- Capital Improvements accounted for over \$600,000 in expenses in 2024.
- Investment market value is at \$1,975,528. This is down \$59,000 from last month.

On motion of Dominic Passalacqua and seconded by Raina Goldbas the January 2025 Budget Report was approved.

Carol reviewed December 2024 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 Gabriel Hage and seconded by Julia Fernandez the December 2024 disbursements were approved.

New Business

- The 2024 Annual Appeal is at \$46,856. This exceeds the budgeted amount of \$45,000. A follow up to donors who have not yet contributed is being planned for month end.
- Chris has begun working on the New York State Annual Report which includes data from last fiscal year and last calendar year.
- Chris noted that a part time circulation clerk has resigned from their position. The Reference Department will be hiring a full time Librarian. Chris hopes to get both positions posted by the end of the week.
- The Board meetings for February and March will be hybrid and in remote meeting mode to accommodate out of town trustees. All required procedures will be followed for remote meetings, such as recording and proper advance notice to the public.
- Leadership Mohawk Valley's 2025 cohort chose The Library for its Capstone Project. They will be working on clearing out the garden and making some structural enhancements to the gazebo and property.
- Chris acknowledged Heidi for handling several patron issues and managing a sometimes stressful environment for her staff. The cold temperatures this time of year have led to an uptick in incidents with the public.

Adjournment

On motion of F.X. Matt III and seconded by Raina Goldbas the Board meeting was adjourned.

The next Board meeting will be held on Thursday, February 20th @ 4pm. Remote Meeting Procedures will be in place for this meeting, as well as the March 2025 meeting.

Respectfully submitted,
Sara Billman