

Utica Public Library
Executive Committee Meeting Minutes
Thursday, July 18, 2024

Present: Philip A. Bean, Evon M. Ervin, Diana L. Koury, Carol W. Steele, Christopher Sagaas, Sara Billman

Excused: Gabriel J. Hage *(Present for Executive Session)

Conflict of Interest Review

There were no conflicts of interest.

Old Business

- The Library is still waiting on the \$60,000 DRI reimbursement for the completed stone pillar work.
- The railings out front still need to be raised and set by Central Paving. Chris will continue to check in with them on the status of this.
- Chris briefly reviewed the allocation of CLSA (Central Library Services Aid) funds, highlighting line items such as E-content and Empire Passes.

July 2024 Director's Report

- The Governance Committee approved Liz Ellis as a new trustee. Her first regular Board meeting will be in September.
- Chris met with prospective trustee Darlene Mack-Brown and had a great meeting. She will be submitting her resume for trustee review.
- Diana signed the contract for the moat repair and parking lot reconstruction with Pike. Chris met with Pike today on site preparing to start working next Monday. Chris is in the process of making alternate parking arrangements for patrons and staff as parking in our lot will be limited.

July 2024 Financial Report

Diana reviewed the Budget Report for July 2024.

- Income is up \$17,000, \$10,000 of which is a recent contribution.
- Expenses are up \$125,000 some which is due to salaries, and also the annual payment for the New York Times digital subscriptions (\$7,500).

Diana reviewed The Library's investment portfolio.

- Market value for the endowments is at \$2,182,405. This is up \$35,000 from last month.

On motion of Evon Ervin and seconded by Carol Steele the July 2024 Budget Report was unanimously approved.

Diana reviewed the June 2024 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 Carol Steele and seconded by Evon Ervin the June 2024 Disbursement Report was unanimously approved.

New Business

Chris anticipates funding for a new tunnel walkway and elevator may have to be spaced out over two to three years.

Adjournment

On motion of Diana Koury and seconded by Carol Steele the Trustees unanimously agreed to adjourn the Executive Committee meeting and go into Executive Session.

The next Executive Committee meeting will take place on Thursday, August 15th at 4pm.

Respectfully submitted,
Sara Billman