

Utica Public Library
Executive Committee Meeting Minutes
Thursday, August 15, 2024

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

Absent: Gabriel J. Hage

Conflict of Interest Review

There were no conflicts of interest.

Old Business

- The Library received the check for the sale of the parking lot property.
- No Downtown Revitalization Initiative reimbursement has been received for the work done on the pillars out front. Central Paving has not been back to complete the project and raise the railings, nor has the library been invoiced for the work yet.

August 2024 Director's Report

- Sara completed the Worker's Compensation audit last week. The financial audit is just about done and Chris plans to arrange a Finance Committee meeting for the second week in September for a review of that audit.
- The Summer Reading Program is finishing up with a Summer Celebration next week.
- Chris discussed the current plans to interview and hire more part-time positions in the Reference and Circulation departments to cover staffing changes.
- The rear moat wall repair is in full swing and going well. There were some minor flooding issues that have been addressed. Chris is working with the contractors in regards to outdoor lighting, electrical and internet to be laid underground. Chris also plans to have the architect prepare drawings for the new parking lot design to share with the public.
- Chris was asked whether The Library plans to participate in The Community Foundation's Mohawk Valley Gives fundraising day for non-profits. He answered in the affirmative.

August 2024 Financial Report

Diana reviewed the Budget Report for August 2024.

- Income is up \$44,000, due to Mid York payment of CLSA funds.
- Expenses are up \$178,000.

Diana reviewed The Library's investment portfolio.

- Market value for the endowments shows an increase from last month.

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

Diana reviewed the July 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 July 2024 Disbursement Report was unanimously approved.

Diana noted that The City of Utica has formalized its tax levy agreement with the Utica City School District. The Library - along with the school district - should be made whole on a timely basis, as opposed to receiving funding over the course of multiple fiscal years.

New Business

- Chris has reached out to the new Superintendent's office in hopes to get on his schedule for a meeting in the near future.
- The Library received its third quarter funding payment from Oneida County.

Adjournment

On motion of Evon Ervin and seconded by Carol Steele the Trustees unanimously agreed to adjourn the Executive Committee meeting.

The next meeting will be a regular board meeting set to take place on Thursday, September 19th at 4pm.

Respectfully submitted,
Sara Billman