

Utica Public Library
Executive Committee Meeting Minutes
Thursday, July 16, 2026

Present: Gabriel Hage, Diana L. Koury, Raina Goldbas, Jordan Peters, Heidi McManus, Sara Billman

Conflict of Interest Review

There were no conflicts of interest.

Old Business

- Long Range Plan: Nathan worked with staff to put out a community survey. The survey will be active for at least one month.
- Branding/Logo: Nathan sought out and has received two more submissions to consider, in addition to what Jonathan Lin presented.

July 2026 Director's Report

Nathan reviewed some of his activities during the last month.

- Nathan is working on the agenda for staff development day in September. He has booked Heather from CFLR (Center for Family Life and Recovery) to facilitate wellness activities for the staff as part of this.
- Nathan and Dale are working with Madonia Electric and Eastern Star Energy to get a full assessment of the library's lighting and exit sign configuration with the intention of submitting for funding for this project through the Mid York New York State Construction Grant process. Grant applications are due on August 5th.
- Nathan and Sara met with Andrew of Gilroy, Kernan & Gilroy to review Utica National's post historic appraisal premium estimates. Andrew plans to continue to work with Utica National in order to bring down the premiums as much as possible.
- Nathan requested approval for the appointment of new staff member, Diarra Leggett.

On motion of Gabriel Hage and seconded Jordan Peters, the appointment of Diarra Leggett was unanimously approved.

July 2026 Financial Report

Diana reviewed the Budget Report for July 2026.

- Income has increased \$9,000 from last month, mainly due to contributions
- Expenses are up \$106,000 from last month, mainly due to payroll and normal building maintenance expenses
- Total cash was down about \$97,000 from last month
- Quarterly dividends are up \$31,500
- Actual unrealized value of the portfolio is down almost \$21,000 from last month.

On motion of Jordan Peters and seconded by Raina Goldbas the July 2026 Budget Report was unanimously approved.

Diana reviewed the June 2026 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 Gabriel Hage and seconded by Raina Goldbas the June 2026 Disbursement Report was unanimously approved.

New Business

- Nathan requested approval of the Mid York Free Direct Access Plan. This is a requirement of Mid York's as part of their long range plan. It requires the libraries in the system to sign an agreement that they intend to provide equitable access to library resources.

On motion of Diana Koury and seconded by Jordan Peters, Utica Public Library's agreement to sign Mid York's Free Direct Access Plan was unanimously approved.

Adjournment

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

The next Executive Committee meeting will take place on Thursday, August 20 at 4pm.

Respectfully submitted,
Sara Billman