

Present: Philip A. Bean, Elizabeth Ellis, Evon M. Ervin, Raina Goldbas, Gabriel Hage, Diana L. Koury, Linda T. Madore, Dominic R. Passalacqua, Jordan Peters, Helen S. Schwartz, Carol W. Steele, Nathan Jochum, Heidi McManus and Sara Billman

Excused: Julia Fernandez, Darlene Mack-Brown

### **Conflict of Interest Review**

There were no conflicts of interest.

Approval of the 11/20/2025 Board of Trustees Meeting Minutes

On motion of Gabe Hage and seconded by Phil Bean the 11/20/2025 Board Meeting Minutes were unanimously approved.

### **Old Business**

- **Long Range Plan:** Committees have been assigned the task of submitting quarterly reports on the status of their goals for this plan. A new Long Range Plan should be completed by the end of this year and Governance Committee has decided to take over this task as opposed to a Long Range Plan subcommittee that was charged with this task previously. Nathan suggested considering an external consultant. The committee meets next on 2/3/26 and will begin to explore options. In addition to this, Heidi noted that she has been tracking the staff's progress on their goals for this plan.
- **Jonathan Lin Branding Project:** Nathan is excited to take this on and plans to schedule a meeting with Jonathan Lin to begin this process.

### **December 2025 Interim Director's Report, January 2026 Interim Director's Report & January 2026 Director's Report**

Heidi reviewed some of her activities during the last month up to Nathan's arrival.

- Heidi continues to work with David Bonacci regarding the required historic appraisal, a suitable appraiser has been found, the cost approved and we are now waiting to hear back on a scheduled time for this take place.
- Nathan updated the trustees on his activities thus far. This included several media interviews and internal controls training with admin staff.

### **December 2025 Financial Report & January 2026 Financial Report**

Diana Koury reviewed the December 2025 & January 2026 Budget Report with November 2025 & December 2026 data.

- Revenue is up \$27,000 due to contributions from the Annual Appeal
- Investment returns are up month to date by \$6,000
- Total market value for investments is at \$2,294,291

On motion of Carol Steele and seconded by F.X. Matt III the December 2025 & January 2026 Budget Reports were approved.

Diana reviewed the November and December 2025 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 Phil Bean and seconded by Carol Steele the November and December 2025 disbursements were approved.

### **Governance Committee Report**

**Board Evaluation Survey:** Dom once again encouraged trustees to review the Board Evaluation Responses and provide any input they feel necessary. It was suggested that the committee review the survey and consider updating the questions to get a more clear response from trustees.

**UPL's Mid-York Board Representative:** At the beginning of 2026 Christine Barry took over as one of the two representatives for UPL on the Mid York Board. Dom is serving as the second representative and he terms out of his seat at the end of 2026. This seat will have to be filled prior to Dom's term ending.

**UPL Trustee Seat:** There is one trustee seat open currently. The committee continues to discuss this and is considering what skills will be needed to fill this seat.

### **Development Committee Report**

Sara updated the trustees on the 2025 Annual Appeal. To date, the appeal has brought in \$43,425. Sara noted that the appeal went out about a month later than last year's appeal and that at this time last year the appeal total was around \$45,000. A follow-up post card appeal will be mailed prior to the February Board Meeting to donors who have not contributed.

### **New Business**

Nathan also updated the staff on upcoming Bridgerton themed Half Moon Orchestra concerts set to take place the weekend of February 13<sup>th</sup>. The Library received an overwhelming response to the first concert and worked with the orchestra to schedule a second concert on Sunday, February 15<sup>th</sup>.

### **Executive Session**

On motion of Phil Bean and seconded by Diana Koury the trustees unanimously agreed to adjourn the Board meeting and go into Executive Session. A trustee made a motion to authorize a bonus for a staff member that provided key assistance to Heidi during her time as Interim Director.

The next Board meeting will be held on Thursday, February 19th @ 4pm.

Respectfully submitted,

Sara Billman