

Present: Philip A. Bean, Evon M. Ervin, Julia A. Fernandez, Raina Goldbas, Gabriel J. Hage, Diana L. Koury, Linda T. Madore, F.X. Matt III, Dominic R. Passalacqua, Jordan Peters, Helen S. Schwartz, Carol W. Steele, Heidi McManus, Amanda Stewart and Sara Billman

Absent: Elizabeth Ellis, Darlene Mack-Brown

Conflict of Interest Review

There were no conflicts of interest.

Approval of the 9/18/2025 Board of Trustees Meeting Minutes

On motion of Phil Bean and seconded by Helen Schwartz the 9/18/2025 Board Meeting Minutes were unanimously approved.

Old Business

- Gabe spoke to the Long Range Plan process. He stated the intention of the plan is to track internal progress and varying levels within the structure of the library. An example of this would be the quarterly committee reports. Gabe encouraged committee chairs to review their long range plan goals as a committee.
- The remaining punch list items for the parking lot repair project have been completed. This includes the concrete sidewalk repair which was completed in late September and a small section of fencing along the moat wall. Heidi has decided to not have that section of fencing completed by the contractor as the cost for such a small section of temporary fencing seemed high. Heidi will work with Facilities Supervisor Dale Raynor to come up with a more cost effective solution.
- Library branding will remain on the agenda until the new director arrives and can assist in the process. In the meantime, Heidi has maintained contact with Jonathan Lin in regards to the branding project and ways to utilize some basic templates for marketing until a final decision is made.

October 2025 Interim Director's Report

Heidi reviewed some of her activities during the last month.

Heidi requested approval of the 2026 Schedule of Service. This is a list of days that the library will be closed for the 2026 calendar year.

On motion of Phil Bean and seconded by Carol Steele the 2026 Schedule of Service was unanimously approved.

All trustees are required to participate in 2 hours of training per year. Heidi reviewed some upcoming options for trustees who still need to meet that requirement by the end of December. One of those options would be an in house training session at the library by Katie Smith of Mid York Library System. More information will be shared with trustees via email.

The Library earned over \$10,000 via the Mohawk Valley Gives campaign with matching donor funds from the Gabriel, Joseph and Lila Mandour Karam Fund of the Community Foundation of Herkimer and Oneida Counties.

October 2025 Financial Report

Diana Koury reviewed the October 2025 Budget Report with September 2025 data.

- Expenses are up due to the library processing three payrolls in September.
- The ending cash balance is \$466, 578
- Investment returns are up month to date by \$57,000
- Total market value for investments is at \$2,243,644

On motion of Phil Bean and seconded by Raina Goldbas the October 2025 Budget Report was approved.

Diana reviewed September 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.

- There was \$124,182.94 in disbursements in the month of September.

On motion of Phil Bean and seconded by Gabe Hage the September 2025 disbursements were approved.

New Business

The following resolution was put before the Board by the Governance Committee:

Whereas, on September 24, 2025, UPL Trustees voted to offer Nathan Jochum appointment as director of the Utica Public Library pending the result of a background check, and whereas the offer was officially presented by our executive search firm, Bradbury Miller Associates, and was officially accepted on September 25, 2025.

Be it resolved that the Trustees of the Utica Public Library, having been notified of a clean background check, hereby confirm the appointment of Nathan Jochum as director of the Utica Public Library effective January 5, 2026, pending approval by the New York State Library.

The Board of Trustees unanimously approved this motion.

Evon introduced new trustee, Jordan Peters to the Board of Trustees. Each trustee introduced themselves to Jordan as well.

Adjournment

On motion of Diana Koury and seconded by Helen Schwartz the trustees unanimously agreed to adjourn the Board meeting.

The next Board meeting will be held on Thursday, November 20 @ 4pm.

Respectfully submitted,

Sara Billman