

Present: Philip A. Bean, Elizabeth Ellis, Evon M. Ervin, Julia A. Fernandez, Raina Goldbas, Diana L. Koury, Darlene Mack-Brown (video attendee), Linda T. Madore, Dominic R. Passalacqua, Jordan Peters, Helen S. Schwartz, Carol W. Steele, Heidi McManus, Amanda Stewart and Sara Billman

Absent: Gabriel J. Hage, F.X. Matt III

Conflict of Interest Review

There were no conflicts of interest.

Approval of the 10/16/2025 Board of Trustees Meeting Minutes

On motion of Raina Goldbas and seconded by Phil Bean the 10/16/2025 Board Meeting Minutes were unanimously approved.

Old Business

- Dom spoke to the Long Range Plan and noted that Gabe plans to prepare a progress report for Nathan on this.
- 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.

November 2025 Interim Director's Report

Heidi reviewed some of her activities during the last month.

- Heidi continues to work with Lisa Matte on obtaining a quote for an historic appraisal on the library as requested from Utica National.
- State Senator Joseph Griffo's office sent official proclamation paperwork in honor of the library's 120th birthday last year. Heidi called the senator's office to thank him on behalf of the library.
- Oneida County passed its 2026 budget with library funding remaining at current levels.

November 2025 Financial Report

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

- Expenses are up due to significant payments to PIKE Construction Services (final payment for parking lot project) and Bradbury Miller (search firm payment)
- The ending cash balance is up \$79,000 from last month
- Investment returns are up month to date by \$47,000
- Total market value for investments is at \$2,290,588

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

Diana reviewed the October 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 \$155,860.28 in disbursements in the month of October.

On motion of Phil Bean and seconded by Helen Schwartz the October 2025 disbursements were approved.

2024-2025 Financial Statements & Audit Report and IRS Form 990

On recommendation of the Finance and Governance Committees and on motion of Carol Steele and seconded by Phil Bean, the 2024-2025 Financial Statements & Audit Report and IRS Form 990 were unanimously approved.

Governance Committee Report

Dom encouraged trustees to review the Board Evaluation Responses and provide any input they feel necessary.

Dom created a document outlining the ways that the committee can assist Nathan in his transition from a Governance perspective. This will be used as a guide for the committee in supporting Nathan in his new role as director.

New Business

- Trustees agreed to have the next board meeting on Thursday, December 11th.
- Development Committee members discussed the annual appeal timeline. The report should be mailed out in early December.
- Trustees also discussed some ideas on how to publicly announce and introduce Nathan to the community and also library donors. Jordan made some suggestion in regards to a press release and agreed to handle this shortly after Nathan's arrival on January 5th.
- Heidi will look further into the rules of remote attendance for trustees and work with Darlene on improving the audio quality.

Adjournment

On motion of Dominic Passalacqua and seconded by Raina Goldbas the trustees unanimously agreed to adjourn the Board meeting.

The next Board meeting will be held on Thursday, December 11th @ 4pm.

Respectfully submitted,

Sara Billman