

Present: Elizabeth Ellis, Julia Fernandez, Raina Goldbas, Gabriel Hage, Diana L. Koury, Linda T. Madore, F.X. Matt III, Dominic R. Passalacqua, Jordan Peters, Helen S. Schwartz, Carol W. Steele, Nathan Jochum, Heidi McManus and Sara Billman

Excused: Philip A. Bean, Darlene Mack-Brown, Evon M. Ervin

### **Conflict of Interest Review**

There were no conflicts of interest.

Approval of the 2/19/2026 Board of Trustees Meeting Minutes

On motion of Carol Steele and seconded by Helen Schwartz the 2/19/2026 Board Meeting Minutes were unanimously approved.

### **Old Business**

- Long Range Plan: After reviewing a proposal from a third party to handle this process, the committee has decided to facilitate it internally. The committee and Nathan will work to identify potential stakeholders and work with staff.
- Jonathan Lin Branding Project: no updates.

### **March 2026 Director's Report**

Nathan reviewed some of his activities during the last month.

- The Library has received the contract for 2026 funding from Oneida County. There is no change from the amount received last year, which was approximately \$87,000 per quarter. As board president, Evon needs to sign the contract, and she will do so on Monday.

### **March 2026 Financial Report**

Diana Koury reviewed the March 2026 Budget Report with February 2026 data.

- Slight increase in revenue due to contributions.
- Expenses are up due to salaries.
- Total market value for investments is at \$2,350,569, this is up \$23,000 from last month.

On motion of Carol Steele and seconded by Helen Schwartz the March 2026 Budget Reports were approved.

Diana reviewed the February 2026 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 Helen Schwartz and seconded by Carol Steele the February 2026 disbursements were approved.

### **2026-2027 Draft Operating Budget**

Diana, F.X. and Nathan spoke to the budget. Nathan stated this budget includes a 3% wage increase for all staff. Other items of note were:

- \$39,000 for part-time security guards
- \$182,000 in the endowment withdrawal under revenue. Nathan explained this is a combination of the distribution that was budgeted for but not taken in the current fiscal

year in addition to what would be allowable for the upcoming fiscal year. There are several facility repairs that this could be used for, however, Nathan plans to request grants to cover as much as possible. F.X. stated the endowment distribution in excess of 4 or 5% should not be considered as a sustainable source of revenue going forward but will be permitted this fiscal year to address short term goals.

On recommendation of the Finance Committee the 2026-2027 Draft Operating Budget was unanimously approved.

### **Development Committee Report**

Sara reviewed the updated Annual Appeal report. The appeal has brought in a total of \$48,605 thus far. The follow up appeal was mailed out the 2<sup>nd</sup> week of February and has brought in a total of \$4,050.

### **New Business**

The Utica City School District Art Exhibition will be up and available for viewing for the month of April. The reception for this exhibit will be held on Thursday, April 16<sup>th</sup> from 3pm-5pm. This is also the same day as the board meeting.

Nathan commended the board committees for their work and stated he was grateful for how involved the trustees and committees have been since he began his position at the library.

### **Other Business**

Carol asked for a status on the elevator project. Raina detailed the progress the facilities committee has made thus far, which includes an upcoming expert evaluation on the existing elevator. The committee would like to explore all options in regards to this project. The committee will continue to update the full board as to the progress of this.

It was also asked if and when there would be a meet and greet event to welcome Nathan. Julia stated that the Development Committee will begin discussions regarding this at their next meeting.

Helen expressed interest in whether the library had a document that lays out in detail the historic aspects of The Library, the type of document that could be publicly accessible but also used for the purpose of the tour of the building. Sara and Heidi believe there is such a document or at least something close to that. They will look into this and share with Helen. Helen offered to help create this document or fine tune anything the library has already.

On motion of Gabe Hage and seconded by Diana Koury the trustees unanimously agreed to adjourn the board meeting.

The next Board meeting will be held on Thursday, April 16th @ 4pm.

Respectfully submitted,

Sara Billman