

Present: Evon M. Ervin, Gabriel J. Hage, Diana L. Koury, Philip A. Bean, Elizabeth Ellis, Julia A. Fernandez, Darlene Mack-Brown, Linda T. Madore, Dominic R. Passalacqua, Helen S. Schwartz, Heidi McManus, Amanda Stewart, Sara Billman

Excused: Carol W. Steele

Absent: Raina Goldbas, F.X. Matt III

Conflict of Interest Review

There were no conflicts of interest.

Approval of the 5/15/2025 Board of Trustees Regular Meeting Minutes and the 5/15/2025 Annual Board Meeting Minutes.

On motion of Helen Schwartz and seconded by Philip Bean the 5/15/2025 Regular Board Meeting Minutes and Annual Board Meeting Minutes were approved.

Old Business

- Heidi is working with Phil Sbarra on the final punch list of items to be taken care before the parking lot and rear moat project is entirely completed.
- Phil Bean suggested The Library work with the City to obtain some trees for the new green space out back and some other areas on library property. The trustees discussed the possibility with consideration of the potential new back entrance when the elevator project is implemented.
- Trustees should have received communication from NYLA if they signed up for a trustee membership through The Library and Mid York. Heidi noted there was one membership left at the initial flat rate and Linda Madore said she would like to join. Heidi will add Linda to the list of members and forward any relative communication.

June 2025 Interim Director's Report

Heidi reviewed some of her activities during the last month.

- The Library hosted two groups of students from OHM BOCES Multi-occupations classes. Heidi noted this was at least the 10th year in a row that The Library has participated in providing work experience to students with disabilities.
- Heidi requested approval for the appointment of new hire Brin Procopio as a Part Time Library Assistant in the Children's Room.

On motion of Helen Schwartz and seconded by Philip Bean the appointment of Brin Procopio was unanimously approved.

- Heidi requested approval to assign the following signers to The Library's money market and checking accounts at Bank of Utica: Adding Gabe Hage and renewing current signers Diana Koury, Evon Ervin and Heidi McManus.

On motion of Dominic Passalacqua and seconded by Linda Madore the above signers for The Library's Bank of Utica money market and checking accounts were unanimously approved.

Governance

There will be three Board exhibits being sent out to trustees for their review: Terms & Addresses, Term Expirations and Committee Listings. Sara has updated these forms and Dom requested that once received, the trustees review the documents and notify Sara of any questions or changes they may have.

Trustees should expect to receive the Board Evaluation Survey over the summer, which is a tool the Governance Committee uses to identify any areas in need of improvement in regards to trustee communication and understanding. Fritz is working on making this online fillable form.

Approval of By-Laws

The Governance Committee recommended the approval of the By-Laws revision that trustees were given for review at the May Board Meeting.

On motion of the Governance Committee the revision to the By-Laws was unanimously approved.

Approval of Code of Ethics & Conduct Policy

The Governance Committee recommended the approval of the revisions to The Library's Code of Ethics & Conduct Policy.

On motion of the Governance Committee the revisions to the Code of Ethics & Conduct Policy were unanimously approved.

Approval of Appointment of Jordan Peters to Board of Trustees

The Governance Committee recommended the approval of the appointment of Jordan Peters to the Utica Public Library Board of Trustees. The trustees were provided Mr. Peter's Board Membership Form and Resume for review prior to the meeting. If approved, he would begin his 1st full three year term as a trustee immediately and his first Board meeting would be in September.

On motion of the Governance Committee Jordan Peters was unanimously approved as a trustee for the Utica Public Library.

Quarterly Reports of Committees

Dom reminded committee chairs that committee reports are due on a quarterly basis. Dom presented the Governance Committee quarterly report. Sara will re-send Long Range Plan goals and reminders to assist the committee chairs in this process.

June 2025 Financial Report

Diana Koury reviewed the June 2025 Budget Report with May 2025 data.

- Revenue is up approximately \$119,000 from last month. Oneida County 1st quarter payment received. Ending cash balance is \$809,912.
- Investments went up \$82,000 from last month with an ending market value of \$2,060,736.

On motion of Philip Bean and seconded by Helen Schwartz the June 2025 Budget Report was approved.

Diana reviewed May 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.

Diana noted significant disbursements such as a \$10,000 payment to Bradbury Mille, the search firm hired for the Director's position and a \$28,000 payment to PIKE Construction Services for the back parking lot project.

On motion of Philip Bean and seconded by Gabe Hage the May 2025 disbursements were approved.

New Business

- The Library will be kicking off its 2025 Summer Reading Program which is funded by the M&T Partner's Trust Bank Foundation of the Community Foundation of Herkimer & Oneida Counties, on Monday, June 23rd. Amanda gave an overview of the programming being offered this summer.
- The Library will be hosting the American Revolution Experience, which is a traveling exhibit sponsored by the Oneida Chapter DAR. The exhibit will be displayed in the Music Room from July 14th-July 24th.
- There will be Erie Canal themed programming happening at The Library over the summer and fall to celebrate the Bicentennial of the canal being built.
- Trustees discussed the possibility of the new branding material introduced by Jonathan Lin at the April Board meeting. It was decided that this will remain on the agenda as a topic of discussion until a final decision is made.

Adjournment/Executive Session

On motion of Philip Bean and seconded by Gabe Hage the Board meeting was adjourned.

On motion of Philip Bean and seconded by Linda Madore the Trustees went into Executive Session, where the following action was taken:

A wage adjustment was made for an employee.

On motion of Gabe Hage and seconded by Philip Bean the Trustees unanimously agreed to end Executive Session.

The next Board meeting will be held on Thursday, September 18th @ 4pm.

Respectfully submitted,

Sara Billman