

Present: Evon M. Ervin, Gabriel J. Hage, Diana L. Koury, Julia A. Fernandez, Darlene Mack-Brown, F.X. Matt III, Dominic R. Passalacqua, Helen S. Schwartz, Carol W. Steele, Heidi McManus, Amanda Stewart, Sara Billman

Excused: Elizabeth Ellis, Linda T. Madore, Jordan Peters

Absent: Philip A. Bean, Raina Goldbas

Conflict of Interest Review

There were no conflicts of interest.

Approval of the 6/12/2025 Board of Trustees Meeting Minutes, the 7/17/2025 Executive Committee Meeting Minutes and the 8/21/25 Executive Committee Meeting Minutes.

On motion of Darlene Mack-Brown and seconded by Helen Schwartz the 6/12/2025 Board Meeting Minutes, the 7/17/25 Executive Committee Meeting Minutes and 8/21/25 Executive Committee Meeting Minutes were approved.

Old Business

- PIKE Construction will be at the library tomorrow or early next week to replace the cracked concrete sidewalks. Heidi is waiting on a quote for the installation of chain link fence to secure the final section of the moat wall.
- The branding project proposed by Jonathan Lin remains on the agenda and will be discussed more thoroughly once a new director arrives.
- Heidi is working with Lisa Matte of Jervis Library on obtaining a historic appraisal for insurance purposes as requested by Utica National. Jervis Library has been issued the same request.

September 2025 Interim Director's Report

Heidi reviewed some of her activities during the last month.

Governance

- Dom noted that HR and Governance submitted quarterly committee reports and he encouraged other committees to submit something for the next quarter. Sara will send reminders.
- Trustees should have received the link for the Board Evaluation Survey from Sara. Dom reminded everyone that the survey deadline is Tuesday, 9/30.
- Dom noted that trustees have required documentation that needs to be signed, and to check in with Sara regarding this.
- Gabe spoke to the Long Range Plan and monitoring and tracking progress of items included in the plan. Quarterly Reports from committees is one way to do this. This will remain on the agenda under Old Business going forward.
- Linda Madore's term as a UPL representative on the Mid York Board ends in December, at which point Christine Barry will be taking over her seat. Dom's term ends in December 2026, and someone will need to fill that seat.

September 2025 Financial Report

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

- The Library has received the third quarter funding from Oneida County

- The annual premium payment to Utica National for commercial and liability building coverage was made.
- The annual invoice from Mid York for IT Services was paid.
- There was a \$40,000 month to date increase in the library's investments.

On motion of Carol Steele and seconded by Helen Schwartz the September 2025 Budget Report was approved.

Diana reviewed August 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 \$174,068 in disbursements in the month of August.

On motion of Carol Steele and seconded by Helen Schwartz the August 2025 disbursements were approved.

New Business

- The Mid York annual dinner is October 16th at Stonebridge Golf & Country Club. Heidi will send out a reminder to the trustees to RSVP by Monday, 9/29.

Adjournment/Executive Session

On motion of Diana Koury and seconded by Gabe Hage the Board meeting was adjourned.

On motion of Diana Koury and seconded by Gabe Hage the Trustees went into Executive Session.

On motion of Darlene-Mack Brown and seconded by Diana Koury the Trustees unanimously agreed to end Executive Session and go back into the regular Board meeting

On motion of Dominic Passalacqua and seconded by Helen Schwartz the trustees unanimously agreed to adjourn the regular Board meeting.

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

Respectfully submitted,

Sara Billman