

The Library's Governance Committee met on November 4, 2025. Dominic Passalacqua, Phil Bean, Gabe Hage, Heidi McManus and Sara Billman attended.

Excused: Helen Schwartz

On motion of Phil Bean and seconded by Gabe Hage the October meeting minutes were approved.

The following items were discussed:

Housekeeping Items:

- No changes to the agenda.

Old Business

- Board Evaluation Survey:
 - This will be added to the November Board meeting packet for discussion with the full board.
- Trustee Issues:
 - Christine Barry was confirmed as Linda Madore's replacement as one of two Utica Public Library's representatives on the Mid York Library System's Board.
 - The committee decided to add Jordan Peters to the Development Committee.
- Long Range Plan
 - Committee support for the director transition and quarterly committee reports will be discussed under Long Range Plan at the November Board meeting.
 - Gabe will take the initiative to compile a status report on this for Nathan.
- Other
 - Heidi and Sara will reach out to Facilities Committee to schedule a meeting.

New Business

- November Tasks:
 - The committee reviewed a list of documents and resources that are typically given to new trustees, including by-laws, NYS Annual Reports, Schedule of Service and other information. As these resources have been housed on the trustee portal and the portal has accessibility issues; it was

suggested that they be added to the library website because these documents are considered publicly accessible. Heidi and Sara will work with Fritz on this.

- IRS Form 990:
 - Finance Committee requested that this committee review the Governance section of the IRS Form 990 for approval.

On motion of Dominic Passalacqua and seconded by Phil Bean the committee approved the Governance section of the IRS Form 990.

Report on Trustee Profile & Needs Assessment for Nathan:

- Dom created a document outlining the ways that the committee can assist Nathan in his transition from a Governance perspective. The committee agreed that this document should serve as a guide for the committee in supporting Nathan with his new role as director.

Meeting adjourned.

The next Governance Committee meeting will be held on Tuesday, December 2, 2025 @ 1pm.

Respectfully Submitted,

Sara Billman