

**Lewiston Public Library
Board of Trustees
Regular Meeting Minutes
Monday, January 5, 2026**

Trustees present: Fred Caso, Christopher Pannozzo, Wendy Guild Swearingen, April Saks
John Daigneau, Matthew Feldman, James Spanbauer
Also present: Jill Palermo, Library Director

The regular meeting of the Lewiston Public Library Board of Trustees was held Monday, January 5, 2026

Call to Order

Meeting called to order at 6:05 p.m.

Public Comments

None.

Friends Report – Ms. Palermo

- No December meeting.
- The next Friends' meeting is January 13, 2026, at 6 p.m.

Approval of Minutes

Motion to approve the minutes of December 1, 2025, by Mr. Caso, seconded by Mr. Feldman.
Motion carried.

Director's Report – Ms. Palermo

- Received a call Friday morning that the Town of Lewiston cannot process the first installment funding for the Library until January 26, 2026.
- The Library budget is \$6k short.
- Ms. Palermo will attend a webinar on January 14 on grants to libraries.
- The outside spigot was running this morning; Ms. Palermo turned off the main water temporarily to address the issue.
- Nioga can come to the Library to see if space is suitable for Unified Court System.

Motion to move \$10k from the endowment as a short-term loan to fund Library budget shortfall to be paid back this year made by Mr. Caso, seconded by Mr. Feldman. Motion carried.

Motion to go into executive session for the purpose of discussing a personnel matter made by Mr. Caso, seconded by Mr. Spanbauer. Motion carried.

Motion to come out of executive session made by Mr. Caso, seconded by Mr. Spanbauer. Motion carried.

Invoices Report

The board received the latest Invoices Report for review.

Motion to accept the report as presented by Mr. Caso, seconded by Mr. Pannozzo. Motion carried.

Profit & Loss Report and Income & Expenditures Reports

The Trustees received the December 2025 Profit & Loss and Income & Expenditures Reports for review.

Motion to accept P&L and I&E reports by Mr. Caso, seconded by Mr. Pannozzo. Motion carried.

Motion by Mr. Caso to put forth a slate of Lewiston Public Library Trustee officers to be voted on next month at the Annual Meeting as follows:

- President: Christopher Pannozzo
- Vice President: Fred Caso
- Secretary: Wendy Guild Swearingen
- Finance/Treasurer: John Daigneau

Motion seconded by Mr. Feldman. Motion carried.

Correspondence

- None.

Reports

- 1. President's Report** - Christopher Pannozzo:
 - a. Agenda needs to be on website 1 week in advance
 - b. Minutes of meetings need to go on website within one month
 - c. Notice to be sent to paper of record, *Lewiston Sentinel/Tribune* three days in advance of meetings; Ms. Guild Swearingen to notify paper
- 2. Liaison to Town Board Report** – None appointed yet
- 3. Treasurer's Report** – John Daigneau: December 1, 2025, \$162,997.14 in account; January 5, 2026, \$165,193.42 in account.

Committee Reports

1. Finance – none
2. Personnel/Policies – Trustees to review policies and provide suggestions for the February 2026 meeting
3. Building and Grounds – Consider ad hoc committee, Mr. Pannozzo to reach out to Larry Wills, reach out to Town of Lewiston to ask if a DPW employee can advise Library
4. Strategic Plan
 - a. Trustees to review Strategic Plan
 - b. Assign committee members and chairs at February meeting, if possible
 - c. Ms. Palermo to update the amounts in the Funding section for 2024 and 2025, and the Baseline Measurements for FY2024 and FY2025

Old Business

- None.

New Business

- Review policies and procedures
- Ms. Guild Swearingen to send formatted policies

Trustee Comments

- Mr. Caso asked about the 2026 budget; Ms. Palermo to provide
- Mr. Pannozzo thanked Trustees for their time and effort

Next Meeting

The next board meeting is the 2026 Annual Meeting to be held Monday, February 2, 2026, at 6 p.m., followed by the Regular February Meeting at 6:30 p.m.

Adjourn

Motion to adjourn by Mr. Caso; second by Mr. Daigneau. Motion carried.
Meeting adjourned at 7:44 p.m.