

Board of Trustees
 Meeting Minutes
 15 February 2024

Present: Melinda Dermody, Dan Malay, Katie Centolella, Max Ruckdeschel, Amy McDonald, Lisa Moore, Karin Beickert, Ben Clardy, Cathryn McVeary

Not Present: Robin Young, Tia Wright, Teddy Lewandowski, Leanne Werbeck

Also Present: Charles Diede, Alyssa Newton

Call to Order

ACTION ITEMS:	Katie called the meeting to order at 5:35pm.
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Charles introduced Alyssa Newton, our new Assistant Director of Patron Services, who brings a wealth of experience and positive energy to CLDJ!

Ben arrived at 5:45pm to create a quorum.

President’s Report, Katie Centolella

DISCUSSION:	<ul style="list-style-type: none"> • Katie shared outcomes from a meeting with Charles and representatives from Community Bank, which resulted in enhanced savings rates on our accounts. This discussion will continue to ensure the Library is receiving a rate of return in line with market trends. Strategies such as CD’s and Treasury bills were also discussed, as were options for the different types of Library accounts. It’s critical that we continue to advocate and ensure we steward resources effectively. • Katie noted several sub-committees that need chair roles filled. Sub-committee memberships can be filled by anyone in the community, not just members of the board.
ACTION ITEMS:	<ul style="list-style-type: none"> • Katie will circulate the sub-committee list for review • Katie and Charles will continue discussions with Community Bank and see if our rates can be improved even more

Cathryn arrived 5:50pm

Approval of Minutes from November 2023, December 2023, January 2024 Board meetings

DISCUSSION:	Draft minutes distributed in advance for review
ACTION ITEMS:	<ul style="list-style-type: none"> • Motion to approve by Melinda, seconded by Lisa • Motion approved unanimously by those present

Treasurer’s Report, Katie Centolella presented for Tia Wright

DISCUSSION:	<ul style="list-style-type: none"> • The invoice for consultative accounting work for the remainder of 2023 was shared • A new engagement letter for FMFE accounting work for 2024 was reviewed. The Board discussed the value and necessity of this engagement to ensure accurate accounting work and assist with the transition from Quickbooks Desktop to Quickbooks Online. It is expected this engagement will be limited to the first 4-6 months of the year.
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	<ul style="list-style-type: none"> Review and approvals of the December unadjusted/unaudited numbers and January financials were deferred until March. An updated process to facilitate monthly financial statement review in advance of the Board meetings was discussed by the Executive and Finance Committees and is being implemented.
ACTION ITEMS:	<ul style="list-style-type: none"> Motion to approve FMFE engagement letter for 2024 by Max, seconded by Dan Motion approved unanimously by those present

Director’s Report, Charles Diede

DISCUSSION:	<ul style="list-style-type: none"> Report distributed via e-mail, and Charles reviewed the highlights, including: <ul style="list-style-type: none"> Volunteer Expo 2024: >100 people visited “above” the normal traffic pattern, this event has been a great networking opportunity Facility Maintenance <ul style="list-style-type: none"> Apple Roofing was able to demonstrate that a window is the source of a leak, Charles is coordinating with BR Johnson to resolve, The second boiler motor was replaced today, A front door sensor issue was identified and resolved, The Community Room partition wall was broken- this room is heavily utilized, so Charles is investigating fix options, The Janitorial Service contract is ending soon, Charles will be meeting with the current vendor to discuss expectations Fund Raising continues, a large request is outstanding, Charles will be following up to advocate Successful DeWitt Rotary presentation The team has been responding to audit documentation requests from Fust-Charles. Charles will ask them to come and present to the Board regarding their process and findings. NY State Survey Annual Library Report in process Weekend traffic has been much higher this winter, the management team is considering options for updated cross-training, operating hours and staffing patterns The electronic sign across the street from the DeWitt Fire Station is now free for library use! Charles reviewed the annual 2-hour education requirement for all trustees – this is due for 2023 by ~February 29th to ensure Charles can complete the NYS Annual Library Report by early March <ul style="list-style-type: none"> Multiple options are available, including attending New Trustee Orientation (which will be scheduled by Charles in ~April), reading the Handbook for Library Trustees of NYS, and/or participating in webinars or on-demand sessions that Charles will send routinely in the coming year, and several of which are noted and linked at the end of these minutes Trustees whose employer offers sexual harassment or ethics training may use it as part of their Trustee requirement
ACTION ITEMS:	<ul style="list-style-type: none"> Facility and Audit items as noted in Discussion All Trustees must notify Charles upon completion of any annual education requirements New Trustees must share contact information with Charles for inclusion on email distribution lists, shared Google drive, etc.

Committee Reports

DISCUSSION:	Efforts from Executive, Finance and Personnel Committees reflected in these minutes
ACTION ITEMS:	None

New Business

DISCUSSION:	<ul style="list-style-type: none"> • Katie identified three policies for review, which were distributed in advance of the meeting and discussed by the Board: <ul style="list-style-type: none"> ○ Investment Policy Statement ○ Conflict of Interest Policy ○ Procurement Policy
ACTION ITEMS:	<ul style="list-style-type: none"> • Investment Policy Statement was referred to Finance Committee to review and update for Board review. The Finance Committee will also discuss and propose processes to ensure we're taking full advantage of savings rates on our various accounts while ensuring smooth monthly operating processes. • Conflict of Interest Policy includes a reference to a Trustee Disclosure Form, which was distributed and completed by those in attendance. Trustees not present will have an opportunity to complete this form at the March meeting.

Old Business

DISCUSSION:	<ul style="list-style-type: none"> • Draft 2023 Annual Report: Tia and Charles will review the financial summary table in the draft 2023 Annual Report again. The Board discussed the timing of releasing the report in the context of the Library Annual Meeting, fund-raising efforts, school/library budget approval season, and year-end financial practices. Since there is not a “deadline” to release the report, we can re-think the timing of the release later in the first quarter to create more impact. • Employee Handbook: revisions were discussed by the Executive and Finance Committee and distributed in advance. Revisions include elimination of the “page” definition, clarification of the Regular Part-Time nomenclature, and aligning the vacation benefit year to bring it into congruence to long-standing practice.
ACTION ITEMS:	<ul style="list-style-type: none"> • Motion to approve the 2023 Annual Report contingent on Treasurer approval by Melinda, seconded by Lisa • Motion approved unanimously by those present • Motion to approve the Employee Handbook by Lisa, seconded by Ben • Motion approved unanimously by those present

Announcements

DISCUSSION:	None
ACTION ITEMS:	None

Adjournment

DISCUSSION:	None
ACTION ITEMS	<ul style="list-style-type: none"> • Motion to adjourn by Cathy, seconded by Ben. • Motion approved unanimously by those present, meeting adjourned at 6:40pm
Next Meeting	Thursday, March 21 st at 5:30pm

Board Training Opportunities (Annual requirement = 2 hours, notify Charles when complete)

- New Trustee Orientation at the Library: TBD and scheduled in ~April 2024
- What Every Trustee Should Know, Recording/On-Demand, [Recording Link](#)
- Review of the Handbook for Library Trustees of NYS (2023 Edition), available in hardcopy from Charles