Board of Trustees Meeting
Meeting Minutes
10 April 2025

Present:, Katie Centolella, Max Ruckdeschel, Amy McDonald, Tia Wright, Melinda Dermody, Dan Malay, Ben Clardy, Karin Beickert, Angela DeSantis, Leanne Werbeck, Dr. Indu Gupta, Lisa Moore, Eliza Walls, Teddy Lewandowski, Sue Smith

Not Present: None

Also Present: Cassidy Miller, Briana Galea, Anna Ching-Yu Wong, Sofia Rush, MJ Spencer, Nancy Walsh, Denise Canino, Diane St. Laurent, Fran Swick, Sara Jo Brandt, Kelly Novak

Call to Order

ACTION ITEMS:	• Katie called the meeting to order at 5:30pm with a quorum present

Approval of Minutes

DISCUSSION:	• Draft minutes from the March 2025 meeting were distributed in advance for review
ACTION ITEMS:	• Motion to approve minutes by Melinda, seconded by Karin • Approved unanimously by those present, Dr. Gupta abstained

Leann arrived at 5:45 during President's Report

President's Report, Katie Centolella

DISCUSSION:	• Katie reviewed that since Charles' resignation, the Leadership Team has done an outstanding job to facilitate smooth and effective operations • The Board discussed environmental & janitorial services in the context of ongoing contract discussions
ACTION ITEMS:	• Katie will plan to continue current environmental & janitorial services month-to-month, leadership team will compile checklists for expected services and reach out informally to local library partners regarding services, Max will inquire re: service provider for the Town of DeWitt's facilities • Motion to create an ad hoc Executive Director Search Committee by Katie, seconded by Max • Approved unanimously by those present

Treasurer's Report, Tia Wright

DISCUSSION:	• Financial statements were distributed in advance for review, Tia walked the Board through the current statements • The Board discussed the intent to adjust the Library's internal fiscal year to July 1st – June 30th better aligning it to the school district calendar and receipt of the tax levy. This change improves transparency between the budget and operations. Regulatory reporting structures remains unchanged. • The library will continue to operate using 2024's budget targets (a "stub period"), the next budget is substantially complete- it will be adjusted and presented in June for adoption • Tia noted the open role of Finance Administrator has been filled, the candidate will start on April 28th
ACTION ITEMS:	• Motion to approve February and March statements by Melinda, seconded by Leanne

	• Approved unanimously by those present

Nominating Committee

DISCUSSION:	• Leanne introduced Sue Smith, who was present at the April meeting and is interested in joining the Board for a full-term. Sue shared details about her community connections and professional life.
ACTION ITEMS:	• Motion to nominate Sue Smith by Melinda, seconded by Angela • Approved unanimously by those present

Strategic Planning, Katie Centolella

DISCUSSION:	• Katie reported that a core working team of 8 people- including 4 from the Board and 3-4 staff members will be formed ○ From the Board, Angela, Katie, Leanna, and Dr. Gupta expressed interest and will determine if they are able to make the commitment ○ Katie will work with the library staff for participants
ACTION ITEMS:	• Katie will finalize core working team and kick-off engagement

Facilities Committee, Dan Malay

DISCUSSION:	• Dan reported the Facilities Committee is accelerating work and reviewing quotes on several projects: landscaping and grounds for 2025, repairs to the parking lot, and a permanent fix to the leak in the Children's Room
ACTION ITEMS:	• Facilities Committee will review quotes and initiate projects • Dan will work with Anna re: Library Construction Fund processes to support investments

Reports from Leadership Team

DISCUSSION:	• Anna shared updates regarding the successful transition of interim leadership responsibilities • Briana updated the Board on planned Children's Programming for the summer season • Cassidy reported the Hive team will be going to the Maker Faire on May 3 at the NYS Fairgrounds • The Team and Board also discussed continued communication regarding the transition of leadership, summer hours and scheduling opportunities, and advocacy efforts related to federal funding programs
ACTION ITEMS:	• Lisa and Ben will assist staff with advocacy and messaging options • Katie is away next week, Melinda will be on-site to continue to assist with any questions related to transition

Old or New Business & Announcements

DISCUSSION:	• None
ACTION ITEMS:	• None

Executive Session

DISCUSSION:	• The Board entered Executive Session at 6:55pm for the purposes of discussing Personnel matters • The Board returned from Executive Session at 7:10pm
ACTION ITEMS:	• Motion to authorize the Board President to execute actions supporting interim leadership discussed in Executive Session by Max, seconded by Angela • Approved unanimously by those present

Adjournment

DISCUSSION:	• None
ACTION ITEMS	• Motion to adjourn by Katie, seconded by Ben • Motion approved unanimously by those present, meeting adjourned at 7:13pm
Next Meeting	• Thursday, April 10, 2025, at 5:30pm

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

- 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
- Additional OCPL Resources: https://drive.google.com/drive/folders/1LfaRXbshDFvJgIOFDU13445G5zqAiimc