Community Library of DeWitt & Jamesville

2026 April Board of Trustees Meeting

Meeting Minutes
16 April 2026

Present: Joe McDonald, Max Ruckdeschel, Angela DeSantis, Lisa Moore (meeting leader), Mei Han, Melinda Dermody (minute-taker), Ben Clardy, Karin Beickert, Sue Smith, Indu Gupta

Not Present: Katie Centolella, Dan Malay, Laura Benjamin, Teddy Lewandowski

Also Present: Maria Collins, Casey Stansbury

2026 Annual Meeting Call to Order

ACTION ITEMS:	Lisa called the meeting to order at 5:30pm.

Approval of Minutes: 2025 March minutes

DISCUSSION:	• Draft minutes of 2025 March distributed in advance
ACTION ITEMS:	• Motion to approve minutes by Angela, seconded by Ben • Approved unanimously by those present

Facilities Report, Maria Collins and Sue Smith leading (Dan absent)

DISCUSSION:	• Discussion of the landscaping contract options for the three vendor quotes presented in advance. Michael Grimm was considered best, given cost and that they are an acceptable incumbent. • There was a suggestion that Maria also ask them about providing quote to include both plowing and landscaping for next year. • We will proceed with just landscaping for now.
ACTION ITEMS:	• Motion to approve Michael Grimm, with direction to ask them to remove the mulch option, though approval is not conditional on removing the mulch option. Motion proposed by Melinda and seconded by Joe. • Approved unanimously by those present • Maria will ask Grimm about plow and landscaping package quote for the upcoming winter season.

Treasurer's Report/Finance Task Force, Maria, Mei and Casey

DISCUSSION:	• The finance task force has had two meetings, and are making excellent progress on a number of significant issues • Maria provide the Q1 financials; They added notes to explain any number differences/changes for context. • There was discussion and questions/answers. • Casey is still cleaning up 2025 year end, so there might be changes to Q1, especially in January. It was noted that we can approve and amended budget if needed after 2025 is cleaned up and complete. • Kudos to Mei, Casey and Maria for all this work. • Discussion of proposed Library Capitalization Policy.
ACTION ITEMS:	• Motion to approve Q1 financials, anticipating amendments given 1) closing of 2025 year end, and 2) mapping of fiscal to budget year changes. Motion proposed by Indu, and seconded by Joe • Approved unanimously by those present

	• Motion to approve the Library Capitalization Policy – “The Community Library of DeWitt & Jamesville (“CLD&J”) maintains this policy to determine the capital assets recorded in CLD&J’s annual financial statements. The capitalization policy is established to safeguard assets and to insure compliance with Governmental regulations. CLD&J serves to capitalize property, furniture, equipment, and other materials with an initial acquisition cost of $1,000.00 or more per item and no less than 5 years usefulness.” Motion proposed by Indu, seconded by Karin. • Approved unanimously by those present

Old Business

DISCUSSION:	• Discussed Committee assignments. Discussed Fundraising, which is without a chair; suggestion to have the committee meet and discuss steps forward and also see if anyone is willing to serve as chair.
ACTION ITEMS:	• Angela offered to call the group together.

Announcements

DISCUSSION:	• Maria reported that they made offer to fill the Teen Librarian, start date May 4, we will approve after she has completed all employment documents. • A page has resigned from her position, and we are now interviewing people for a permanent, part time page position. • Indu is the liaison from the town board, she talked with park director about opportunities for library partnership and collaboration, Indu will introduce her and Maria to build that connection and go from there. • Discussion about ideas for possible collaborations with the town. • Lisa announcement: OHA looking for volunteers to put collections back into place.
ACTION ITEMS:	• none

Adjournment

DISCUSSION:	• None
ACTION ITEMS	• Motion to adjourn by Karin, seconded by Indu • Motion approved unanimously by those present, meeting adjourned at 6:30pm
Next Meeting	• May 21, 2026

<u>Board Training Opportunities (Annual requirement = 2 hours, please notify Maria when complete)</u>

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