

Board of Trustees
Meeting Minutes
15 August 2024

Present: Dan Malay, Katie Centolella, Max Ruckdeschel, Karin Beickert, Teddy Lewandowski, Ben Clardy, Leanne Werbeck, Tia Wright, Angela Desantis

Not Present: Amy McDonald, Lisa Moore, Melinda Dermody, Janet Alexander

Also Present: Charles Diede

Call to Order

ACTION ITEMS:	Katie called the meeting to order at 5:35pm.
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President's Report, Katie Centolella

DISCUSSION:	- Katie, Tia and Charles discussed progress on the mid-year budget adjustment process, some complexity based on timing of anticipated revenues (ie. donations & fund-raising) and expenses are incurred during the year – taking steps to ensure adjustments are accurate. Charles shared that the Management Team has identified areas for additional investment if mid-year budget review reveals opportunities. - Charles will convene the Facilities Group with a goal of compiling a list of anticipated capital investments in the coming years to inform budgeting projections and use of Board-designated funds for key facility initiatives - Katie suggested and received universal support to transitioning financial statement and cash flow reviews to quarterly. Monthly statements will still be distributed for review, but we will transition detailed discussion and approvals to quarterly. This should help reserve more meeting time for “non-finance” discussions, and allow more month-end/recurring edits to be finalized before approvals
ACTION ITEMS:	- Charles to convene Facilities Committee - Katie to share Committee Rosters with Angela - Motion to transition financial statement review and approvals to a quarterly cycle by Leanne, seconded by Dan - Approved unanimously by those present

Treasurer's Report, Tia Wright

DISCUSSION:	In addition to above, Tia provided an update on the financial statements, noting a few items to finalize with Charles (disability, NYS PFL)
ACTION ITEMS:	- Motion to approve June and July financial statements by Dan, seconded by Tia - Approved unanimously by those present.

Director's Report, Charles Diede

DISCUSSION:	- Report distributed via e-mail, and Charles reviewed the highlights, including: - OCPL-provided software system for program scheduling is transitioning to a new vendor - As a result, programming will be impacted in September - A new Assistant Director for Patron Services, Anna Wong, has started and will join an upcoming Board meeting - A recently vacated position will transfer from a 1.0 full-time FTE to two part-time positions - Charles noted that quotes for insurance and other recurring items (i.e. maintenance, utilities) are coming in substantially greater than past years, and will need to be managed in next year's budget - Charles presented the background, options and recommendation for an upcoming Staff Development Day, during which the library will be closed to the public
ACTION ITEMS:	- Motion to close the Library on November 11th for a Staff Development Day by Leanne, seconded by Tia - Approved unanimously by those present

Committee Reports

DISCUSSION:	Dan connected Charles with a new member for the Facilities Committee, they'll meet to tour the library in conjunction with the Facilities Committee meeting (planning in process by Charles)
ACTION ITEMS:	None

New & Old Business

DISCUSSION:	None
ACTION ITEMS:	None

Announcements

DISCUSSION:	None
ACTION ITEMS:	None

Approval of Minutes: Board Meeting on June 20 (no July meeting)

DISCUSSION:	Draft minutes distributed in advance for review
ACTION ITEMS:	- Motion to approve minutes by Ben, seconded by Max - Approved unanimously by those present

Adjournment

DISCUSSION:	None
ACTION ITEMS	- Motion to adjourn by Karin, seconded by Leanne - Motion approved unanimously by those present, meeting adjourned at 6:40pm
Next Meeting	Next Regular Meeting: Thursday, September 19 th

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>