Community Library of DeWitt & Jamesville

Board of Trustees
Meeting Minutes
19 December 2024

Present: Max Ruckdeschel, Ben Clardy, Angela DeSantis, Dan Malay, Karin Beickert, Eliza Walls, Tia Wright, Lisa Moore, Teddy Lewandowski
Not Present: Katie Centolella, Leanne Werbeck, Amy McDonald, Melinda Dermody
Also Present: Charles Diede

Call to Order

ACTION ITEMS:	• Lisa called the meeting to order at 5:39pm

Approval of Minutes: November Board Meeting

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

President's Report

DISCUSSION:	• In Katie's absence, Charles shared a brief update on discussions regarding the Third Party Administrator (TPA) for the pension plan
ACTION ITEMS:	• Charles or Max will verify which individuals are trustees for the retirement plan that would ultimately need to vote / approve TPA provider changes

Finance Committee, Tia Wright

DISCUSSION:	• Current Financial Statements distributed in advance for review • Brief update from prior discussion: electric vehicle charger funds will be booked as a liability until the project is completed • Tia distributed a handout and led a thorough discussion regarding an update to the Library's Budget Year timing to improve processes, essentially aligning planned expenditures with the tax levy dollars received at the end of the calendar year, rather than by the anticipated tax levy check for the upcoming year. This would change the budget year from calendar year to "July-June," like the School District. • An informal survey of local libraries shows an even split in how they structure their budget years. There are additional downstream and process considerations that will be explored in the coming month, changing will impact the budget that has already been drafted for 2025. • The Library's cash flow is secure and the Board endorsed the concept of making the change, understanding that it will impact adopting the proposed budget for calendar year 2025, which has been prepared using the anticipated tax levy to be received at the end of 2025
ACTION ITEMS:	• Committee will continue meeting and return with updates and impacts • Based on the timing of the Budget Year proposal as it relates to the existing budget calendar, the following resolution was proposed by Max and seconded by Amy, then approved unanimously by those present: o The Finance Committee will assess adjusting the fiscal year to July 1st – June 30th beginning in 2025. Therefore, it is resolved that the Library will maintain the average monthly spending and budget as approved for calendar year 2024 into 2025 with the exception of State mandated wage increases that will take effect January 1, 2025.

Strategic Planning Committee, Charles Diede, Karin Beickert, Amy McDonald

DISCUSSION:	• Team shared that consultant interviews are being coordinated to assist with a new strategic plan
ACTION ITEMS:	• As Consultant interviews are scheduled, the committee will share details with entire Board. Any Board member is welcome to join the discussions.

Personnel Committee, Eliza Walls, Max Ruckdeschel

DISCUSSION:	• Eliza shared that Trustees will be receiving feedback requests for the evaluation of the Executive Director, please return promptly • Max shared that the committee is evaluating mechanisms to conduct a staff climate survey
ACTION ITEMS:	• None

Facilities Committee, Charles Diede, Dan Malay

DISCUSSION:	• Charles is gathering quotes for re-sealing & re-striping the parking lot and fixing the "depression" in front of the book drop; this project will be eligible for support via NYS Library Construction Fund dollars • Projects previously recommended by the Committee for year-end 2024 are underway
ACTION ITEMS:	• None

Nominating Committee, Max Ruckdeschel

DISCUSSION:	• There are 2 Board vacancies: (1) that ends in December 2025 and (1) new 5-year term. Filling these vacancies will bring the Board to 15 trustees and create the preferred "3 on 3 off" rotation based on 5-year terms. Experience in Finance or Facilities would be helpful. • Leanne will become the Membership Officer in 2025
ACTION ITEMS:	• Please connect with Max or Leanne with questions about new Board members

Director's Report, Charles Diede

DISCUSSION:	• Report distributed via e-mail, Charles reviewed the highlights • Charles proposed the Board continues to meet on the third Thursday each month, with exceptions in February, April, and June due to school vacations and/or holidays
ACTION ITEMS:	• Motion to approve proposed 2025 Board of Trustees meeting dates by Tia, Ben, seconded by Dan • Approved unanimously by those present

Announcements and/or Additional Business

DISCUSSION:	• None
ACTION ITEMS:	• None

Adjournment

DISCUSSION:	• None
ACTION ITEMS	• Motion to adjourn by Angela, seconded by Teddy • Motion approved unanimously by those present, meeting adjourned at 6:36.
Next Meeting	• Thursday, January 16, 2025 at 5:30pm

Community Library of DeWitt & Jamesville

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