Community Library of DeWitt & Jamesville

Board of Trustees Meeting
Meeting Minutes
18 December 2025

Present: Katie Centolella, Dan Malay, Karin Beickert, Angela DeSantis, Dr. Indu Gupta, Max Ruckdeschel, Sue Smith, Lisa Moore, Melinda Dermody, Teddy Lewandowski

Not Present: Leanne Werbeck, Ben Clardy

Also Present: Maria Collins, Briana Galea, Anna Ching-Yu Wong, Amanda Schiavulli, Dr. Joseph McDonald, Jill Hurst-Wahl

Call to Order

ACTION ITEMS:	• Katie called the meeting to order at 5:34pm.

Approval of Minutes

DISCUSSION:	• Minutes from the September 2025 and October 2025 (no quorum, discussion occurred) meeting were distributed in advance for review. There was not a quorum or minutes from November, during which an informal discussion occurred.
ACTION ITEMS:	• Motion to approve September and October minutes by Melina, seconded by Karin. Approved unanimously by those present.

President's Report & Membership Committee, Katie Centolella

DISCUSSION:	• Membership update, Katie introduced two guests: 1. Laura Benjamin, who shared information about her background and interest in joining the Board immediately. Laura is a librarian at SUNY Upstate. 2. Dr. Joseph McDonald, who shared information about his background and potential interest in joining the Board in the future. Joe is a pediatrician at SUNY Upstate. • Board discussed the opportunity to fill vacant seats and importance of identifying an individual with finance/accounting background to fill the Treasurer role
ACTION ITEMS:	• Motion to appoint Laura Benjamin to a partial term, replacing Amy McDonald, ending on 12/31/2028 by Angela, seconded by Lisa. Approved unanimously by those present. Welcome, Laura! Laura can onboard with Maria. • Board members and those present asked to consider nominating additional candidates to fill terms for vacant seats created by Tia (partial term ending 12/31/2026), and Eliza (term ending 12/31/2025)

Treasurer's Report, Katie Centolella and Maria Collins

DISCUSSION:	• Katie and Maria reviewed CY Q3 Financial Statements, which were distributed in advance. There are several minor outstanding items to reconcile, but are substantially complete
ACTION ITEMS:	• Motion to approve third quarter financial statements pending final reconciliations by Melinda, seconded by Dan. Approved unanimously by those present.

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Strategic Planning, Katie Centolella

DISCUSSION:	• Heidi is compiling the feedback from Focus Groups and interviews – anticipating that feedback will be organized and ready for full Board review in January as Strategic Planning process moves into next phase
ACTION ITEMS:	• None

Executive Director Report, Maria Collins

DISCUSSION:	• Full report shared in advance via email, Maria commented on key several items, noted below:
	  ○ The Executive Director will begin to share an itemized list of staff changes (appointments, resignations, etc) as part of the Executive Directors report. The Board will begin to vote to confirm personnel appointments to new positions.
	  ○ The Board discussed the proposed 2026 Library Closure Dates and 2026 Board of Trustee Meetings
	• The Board discussed the need to engage additional expertise to assist with reviewing the Employee Handbook and other Human Resources-related policies and procedures. One proposal was discussed, and the Board provided feedback regarding expectations for costs, timelines and alternatives
	• The Board discussed the ongoing need for financial expertise given the vacant Treasurers role and recent resignation of the Financial Administrator. Maria presented the results of several bids obtained to help manage the need on an interim basis, and there was a thorough discussion of the options with a clear endorsement regarding a plan to move forward.

ACTION ITEMS:	• Motion to appoint Katie Keinath to position of Paralibrarian for Children's Services, effective November 18, 2025, by Lisa, seconded by Karin. Approved unanimously by those present • Motion to accept the proposed 2026 Library Closure Dates by Dan, seconded by Melinda. Approved unanimously by those present • Motion to accept the proposed 2026 Board of Trustees Meeting dates by Melinda, seconded by Indu. Approved unanimously by those present. • Motion to accept the proposal from Casey Strasburg Consulting to provide financial services assistance, pending the successful completion of a background check and a copy of the principles resume, by Indu, seconded by Max. Approved unanimously by those present. • Maria will follow-up with the HR consulting group that has submitted a proposal, plus query the Library Directors listserv and follow-up on referrals made by Lisa, Sue and Katie

Old Business, New Business, Announcements

DISCUSSION:	• Addressed in prior sections
ACTION ITEMS:	• None

Executive Session

DISCUSSION:	• The Board entered Executive Session for the purpose of discussing employee health benefit options at 6:40pm • The Board exited Executive Session at 7:00pm
ACTION ITEMS:	• Motion to endorse the "Flat Rate" health insurance option to substantially improve employee health benefits beginning in January 2026 by Max, seconded by Melinda. Approved unanimously by those present.

Adjournment

DISCUSSION:	• None

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ACTION ITEMS	• Meeting adjourned at 7:10pm
Next Meeting	• Thursday, January 15^{th} at 5:30pm. The Annual Meeting will also occur on January 15^{th} at 5:30pm.

Board Training Opportunities (Annual requirement = 2 hours)

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