Community Library of DeWitt & Jamesville

Board of Trustees Meeting
Meeting Minutes
13 February 2025

Present:, Katie Centolella, Max Ruckdeschel, Teddy Lewandowski, Amy McDonald, Tia Wright, Melinda Dermody, Dan Malay, Ben Clardy, Lisa Moore, Eliza Walls

Not Present: Karin Beickert, Angela DeSantis, Leanne Werbeck

Also Present: Charles Diede, Dr. Indu Gupta

Call to Order

ACTION ITEMS:	• Katie called the meeting to order at 5:33pm.

Nomination Committee, Max Ruckdeschel

DISCUSSION:	• Max introduced Dr. Indu Gupta and nominated her to fill the remainder of a vacant term, ending in December 2025 • A full 5-year Trustee position remains vacant
ACTION ITEMS:	• Motion to approve Dr. Gupta as a Trustee by Max, seconded by Lisa • Approved unanimously by those present • Charles to coordinate New Trustee Orientation with Dr. Gupta

Approval of Minutes

DISCUSSION:	• Draft minutes from the 2025 Annual Meeting and January Board meeting were distributed in advance for review • An edit was recommended- Financial summary info will be moved from the Annual Meeting section to the January Meeting section
ACTION ITEMS:	• Motion to approve minutes with edits by Amy, seconded by Ben • Approved unanimously by those present, Dan will send revised minutes to Charles

President's Report, Katie Centolella

DISCUSSION:	• Katie reviewed the progress with the upcoming budget, the Finance and Executive Committees are working with Charles to finalize • There are 2 budget items the board will vote on today: 1. To exceed the 2% tax levy (which is done to ensure any tax levy calculation changes beyond the Library's control do not impact the Library's ability to accept and implement the budget) ▪ Motion to approve by Melinda, seconded by Max, text as follows: ▪ RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Community Library of DeWitt & Jamesville overrides, for the 2024 fiscal year, the tax levy limit imposed by Municipal Law §3-c(3). 2. To request the Jamesville-Dewitt School District include the Library funding proposition to be included on the upcoming school district ballot in May 2025 ▪ Motion to approve by Tia, seconded by Ben. Resolution text is included on page 3.
ACTION ITEMS:	• Charles and Katie to coordinate with Jamesville-Dewitt School District

Treasurer's Report, Tia Wright

DISCUSSION:	• Current financial statements were distributed in advance for review
ACTION ITEMS:	• None

Strategic Planning, Katie Centolella

DISCUSSION:	• Katie reported that after interviews and reviewing options, the committee recommends that the Board proceed to engage Heidi Holtz at a cost not to exceed $15,000 using Board designated funds for the purpose of consulting and delivery of a comprehensive strategic plan • Heidi has extensive local experience with strategic planning, including with OCPL's upcoming new strategic plan, which CLDJ will leverage and explore potential alignment with during our engagement
ACTION ITEMS:	• Motion to approve by Katie, seconded by Melinda • Approved unanimously by those present

Personnel Committee, Eliza Walls

DISCUSSION:	• Eliza updated the Board regarding the staff survey, which will be distributed to all staff and adult volunteers anonymously and compiled by the Personnel Committee • The Board discussed paper versus electronic distribution methods, aggregation of data and expectation of response rates • Additional questions can be routed to Eliza, the Board endorsed the Committee's ongoing work
ACTION ITEMS:	• None

Director's Report, Charles Diede

DISCUSSION:	• Executive Director's Report distributed in advance for review:
	  ○ Facility items to note: the roof leak continues to be an issue that Charles is escalating, Charles successfully intervened to correct a major issue with the placement of the electric vehicle charging stations caused by a Town of DeWitt subcontractor's error
	  ○ Charles reminded all Board members to report their mandatory continuing education requirement compliance to him ASAP
	  ○ The annual NYS Survey should be completed before the next Board meeting
	• The 2024 Annual Report distributed in advance for review:
	  ○ The Board discussed the current draft of the Annual Report and recommended that it include a listing of all donors for the prior calendar year beginning in 2026
	  ○ It was recommended that the Annual Report format may be due for a refresh, the existing format has been in place for years, there may be an opportunity to engage external assistance to help with the graphics and layout

ACTION ITEMS:	• Motion to approve Annual Report by Eliza, seconded by Melinda • Approved unanimously by those present

New Business

DISCUSSION:	• The Board discussed consideration of policies and procedures related to law enforcement action on Library grounds
ACTION ITEMS:	• Charles to inquire with New York Library Association, Onondaga County Public Library, Central New York Library Resources Council

Adjournment

DISCUSSION:	• None
ACTION ITEMS	• Motion to adjourn by Melinda, seconded by Ben • Motion approved unanimously by those present, meeting adjourned at 6:20pm
Next Meeting	• March 20, 2025

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

COMMUNITY LIBRARY OF DEWITT & JAMESVILLE
BOARD OF TRUSTEES

RESOLUTION

A meeting of the Board of Trustees of the Community Library of DeWitt & Jamesville herein referred to as "Library" was held on February 13, 2025 in accordance with the library's bylaws.

The following action was approved by the Board of Trustees:

Be it resolved that the Library has or will submit a funding proposition to the Jamesville-DeWitt Central School District to be placed on the next school district ballot in the aggregate sum of $1,653,321 which is an increase of $40,803 over the 2024 levy for the purpose of funding the library.

CERTIFICATION
I, the undersigned President of the Board of Trustees of the Community Library of DeWitt & Jamesville, do hereby certify that the foregoing is a true, exact and correct copy of the resolution adopted at a lawfully held meeting of the Board of Trustees on the 13th day of February, 2025.

Signed: ________________________________ Date: ______________________
Katie Centolella

Title: President of the Board of Trustees