Community Library of DeWitt & Jamesville

Board of Trustees Meeting
Meeting Minutes
26 February 2026

Present: Katie Centolella, Dan Malay, Karin Beickert, Dr. Indu Gupta, Max Ruckdeschel, Sue Smith, Ben Clardy, Melinda Dermody

Not Present: Angela DeSantis, Dr. Joseph McDonald, Lisa Moore, Teddy Lewandowski, Leanne Werbeck

Also Present: Maria Collins, Anna Ching-Yu Wong, Briana Galea

Meeting Call to Order

ACTION ITEMS:	• Katie called the meeting to order at 5:30pm, without a quorum present

Strategic Planning, Katie Centolella

DISCUSSION:	• Katie distributed four draft strategic pathways and the group discussed questions and clarifications. Overall, there is agreement the draft pathways are appropriate and will help chart a course for the future • Sub-committees will be formed to refine and plan for implementation, along with tactics to support progression of pathway priorities- the group discussed some preliminary tactical opportunities related to fiscal sustainability, operations and local partnerships • In the course of the discussion, it was suggested that further education and information about goals and activities of the Friends of the Library group would be helpful
ACTION ITEMS:	• Maria and Katie will ask whether a representative from the Friends group could join an upcoming Board meeting • Katie will keep Board members appraised re: upcoming groups to refine pathways and plan for implementation

Max and Sue arrived at/around 5:40pm, during the Strategic Planning update, and thus established a quorum.

Approval of Minutes

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

President’s Report / Nomination Committee

DISCUSSION:	• Katie shared that an individual with fiscal expertise is considering the vacant board seat and Treasurer role
ACTION ITEMS:	• Maria will circulate the Committee membership roster

Nominating committee: Vote on Executive Committee members

DISCUSSION:	• Present election of the Executive Committee members: Katie Centolella/President, Lisa Moore/Vice President, Vacant/Treasurer, Dan Malay/Secretary, Melinda Dermody/Membership Chair
ACTION ITEMS:	• Motion to elect members of the Executive Committee by Indu, seconded by Ben • Approved unanimously by those present

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Director's Report, Maria Collins

DISCUSSION:	• Executive Directors report distributed in advance for review, Finances and Facilities continue to be an area of intense focus • There are no new appointments or resignations to announce • Financial consultant is completing an in depth review of 2025 activity and reconciliation – the consultant has been critical given vacancies in Treasurer, Bookkeeper, and Financial Administrator roles • We may need to complete a 6-month audit to finalize the process of adjusting the fiscal year, Maria was approved a 6-month extension for the 2025 audit • The Board discussed a resolution to submit a funding proposition to the Jamesville-DeWitt School District for the upcoming budget (see last page of these minutes) • Marie reviewed several proposals for Employee Handbook revisions and the Board discussed goals, objectives, expected level of effort and alignment of HR-related activities in the context of the proposals

ACTION ITEMS:	• Maria will ask the Financial Consultant to attend an upcoming meeting to discuss initial findings and recommendations regarding accounting and financial practices
	• Review and approval of 2025 Financial Statements anticipated at March meeting
	• Motion to accept the 2026 Board Resolution for the Tax Proposition by Max, seconded by Melinda
	    ○ Approved unanimously by those present
	• Motion to authorize the Executive Committee to follow-up with Maria regarding Employee Handbook proposals and approve an engagement at a financial investment not to exceed $4,000 by Dan, seconded by Ben
	    ○ Approved unanimously by those present
	• Motion to approve updated library closure days for 2026 by Karin, seconded by Ben
	    ○ Approved unanimously by those present

Adjournment

DISCUSSION:	• None
ACTION ITEMS	• Motion to adjourn by Indu, seconded by Karin • Motion approved unanimously by those present, meeting adjourned at 6:50pm
Next Meeting	• February 26, 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 Charles
- Additional OCPL Resources: https://drive.google.com/drive/folders/1LfaRXbshDFvJgIOFDU13445G5zqAiimc