Community Library of DeWitt & Jamesville

2025 Annual Meeting
and January Board of Trustees Meeting
Meeting Minutes
16 January 2025

Present:, Katie Centolella, Max Ruckdeschel, Teddy Lewandowski, Karin Beickert, Leanne Werbeck, Amy McDonald, Tia Wright, Melinda Dermody, Angela DeSantis, Eliza Walls

Not Present: Dan Malay, Ben Clardy, Lisa Moore

Also Present: Charles Diede

2025 Annual Meeting Call to Order

ACTION ITEMS:	Katie called the meeting to order at 5:40pm.

Approval of Minutes: 2024 Annual Meeting minutes

DISCUSSION:	• Draft minutes of the last Annual Meeting, 2024
ACTION ITEMS:	• Motion to approve minutes by Karin, seconded by Leanne • Approved unanimously by those present

President's Report, Katie Centolella

DISCUSSION:	• No report
ACTION ITEMS:	• None

Treasurer's report, Tia Wright

DISCUSSION:	• Tia presented the year end, unaudited financial information. She noted that there was $33,557 of net revenues for 2024. After factoring in the $15,000 mortgage covenant, the Library ended with net revenues of $17,321 over budget. Charles was able to expend some excess budgetary income in December via purchasing various items including a new computer/security system, software upgrades, building cleaning and numerous building repairs. Tia mentioned that opening the money market account with the bank led to approximately $22,000 more in interest income than originally budgeted. The Board Designated funds grew by approximately $13,000 in interest income, which can be used for future building repairs and maintenance.
ACTION ITEMS:	• None

Director's report, Charles Deide

DISCUSSION:	• Charles shared a Library Guide; the final annual report is not quite complete yet; he is using the final year end stats in the report; Charles reviewed and expanded upon some of these stats. Question about if Charles could produce unique user data and if the report info could be shared in some way within the library; Charles reminded us to donate for fund-raiser
ACTION ITEMS:	• None

Nomination Committee, Max Ruckdeschel

DISCUSSION:	• Max reminded that we are trying to even out trustees terms; we have a vacant one year term and a vacant 5 year term; we need to expand the board to 15. He also presented the nomination of two Board candidates – Melinda Dermody and Lisa Moore.
ACTION ITEMS:	• Motion to approve expanding the Board to 15 by Amy, seconded by Leanne • Approved unanimously by those present. • Motion to approve the two candidates by Angela, seconded by Max • Approved unanimously by those present.

Adjournment of 2025 Annual Meeting

DISCUSSION:	• None
ACTION ITEMS	• Motion to adjourn Annual Meeting by Karin, seconded by Leanne. • Motion approved unanimously by those present, meeting adjourned at 5:53.

January Board Meeting, Call to Order

ACTION ITEMS:	Katie called the meeting to order at 5:55

Approval of Minutes: December Board meeting

DISCUSSION:	• No discussion or questions
ACTION ITEMS:	• Motion to approve minutes by Tia, seconded by Karin • Approved unanimously by those present

Nominating committee: Vote on Executive Committee members

DISCUSSION:	• Present election of the Executive Committee members; Katie Centolella/President, Lisa Moore/Vice President, Tia Wright/Treasurer, Dan Malay/Secretary, Leanne Werbeck/Membership Chair
ACTION ITEMS:	• Motion to elect members of the Executive Committee by Karin, seconded by Amy • Approved unanimously by those present

President's Report, Katie Centolella

DISCUSSION:	• Kate recommended that we establish a new annual/hourly contract with Tony at Firley, Moran, Freer & Eassa, CPA, P.C.
ACTION ITEMS:	• Motion to approve establishment of a new contract by Katie, seconded by Eliza • Approved by all present, except Tia who abstained

Treasurer's Report, Tia Wright

DISCUSSION:	• In addition to information shared during the Annual Meeting the board: • Continued discussion regarding changing the fiscal year to be July – June, to align more closely with the receipt of the tax levy check. • Continued discussion on the change to the new TPA for the retirement plan. Questions were raised as to who is listed as a Trustee on the ERISA bond.
ACTION ITEMS:	• Motion to approve financials by Leanne, seconded by Melinda • Approved unanimously by those present. • Charles to follow-up on identifying ERISA Trustees and overall Board related business insurance

Strategic Planning, Katie Centolella

DISCUSSION:	• Katie reported on the meeting that they had with Heidi (get more info); explained that it includes and starts with a capacity analysis; discussed candidate and price structure including use of board designated funds; consider whether or not we go with an RFP.
ACTION ITEMS:	• Katie indicated that the committee will use this feedback to make a recommendation and come back to the board for a vote next month.

Personnel Committee, Eliza Wells

DISCUSSION:	• Eliza is seeking and gather Executive Director evaluation forms from the board members. She hopes to compile them by the end of January and then she will get them to us. This will put us back on a normal yearly/calendar schedule
ACTION ITEMS:	• Reminder to have board members submit their evaluation forms to Eliza

Facilities Report, Charles Diede

DISCUSSION:	• Charles indicated that the following are all pending given the weather: Window leak; e-charging stations; parking lot.
ACTION ITEMS:	• None

Director's Report, Charles Diede

DISCUSSION:	• Discussion of the plans for the third party administrator of pensions; given the cost, it doesn't require a board vote. After some discussion, Charles will move forward with new administrator; • Charles reminded board members to complete their board of trustree training my March 1st and let him know. • The NY State Annual Report will be an agenda item by mid-march in order to approve. • Regarding approval of the 2025 budget, discussion and clarification that per last month's minutes, the following will hold true: "The Finance Committee will assess adjusting the fiscal year to July 1 st – 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.
ACTION ITEMS:	

Executive Session

DISCUSSION:	• Entered executive sessions for board discussion, 6:35
ACTION ITEMS:	• Motion to enter Executive Session by Leanne, seconded by Teddy • Approved unanimously by all present.

Adjournment

DISCUSSION:	• None
ACTION ITEMS	• Motion to adjourn by Melinda, seconded by Eliza. • Motion approved unanimously by those present, meeting adjourned at 7:00pm
Next Meeting	February 20, 2025

<u>Board Training Opportunities (Annual requirement = 2 hours, please notify Charles 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