Community Library of DeWitt & Jamesville

Board of Trustees Meeting
Meeting Minutes
17 July 2025

Present:, Katie Centolella, Amy McDonald, Melinda Dermody, Dan Malay, Karin Beickert, Eliza Walls, Angela DeSantis, Dr. Indu Gupta, Lisa Moore, Max Ruckdeschel, Tia Wright

Not Present: Leanne Werbeck, Teddy Lewandowski, Ben Clardy, Sue Smith

Also Present: Cassidy Miller, Briana Galea, Anna Ching-Yu Wong, MJ Spencer

Call to Order

ACTION ITEMS:	• Katie called the meeting to order at 5:34pm with a quorum present

Approval of Minutes

DISCUSSION:	• Draft minutes from the June 2025 meeting were distributed in advance for review • Board noted two edits, related to attendance and an outdated reference for the Annual Training requirement
ACTION ITEMS:	• Motion to approve minutes by Eliza, seconded by Melinda • Approved unanimously by those present

Karin arrived at 5:42

President's Report, Katie Centolella

DISCUSSION:	• Updates included in relevant Committee Report sections
ACTION ITEMS:	• None

Treasurer's Report, by Katie on behalf of Tia Wright

DISCUSSION:	• Full quarterly review was scheduled, but will be deferred to next meeting due to minor processing delays
ACTION ITEMS:	• Full quarterly review planned for next Board meeting

Strategic Planning, Katie Centolella

DISCUSSION:	• Katie thanked the group for completing the Strategic Pathways Assessment, reviews have begun and data is being compiled anonymously to create a comprehensive picture of our various lifecycle stages
ACTION ITEMS:	• Committee will continue to meet and report back periodically

Facilities Committee, Dan Malay

DISCUSSION:	• Dan reported on several items based on the Facilities Committee meeting last week:
	  ○ Parking Lot repairs proposal accepted, awaiting coordination call with Salt City Paving for estimated dates and traffic impact
	  ○ Window cleaning completed (interior and exterior)

	○ HVAC –recurring annual issue with patron & staff complaints. Dan described a proposal from the current vendor and asked for consideration of a second opinion given the costs and recurring issues. Sue assisting with the second opinion, will be scheduled ASAP. ▪ Likely related in part to HVAC performance, the most recent National Grid bill was substantially above budget and needs further investigation ○ Proposal received for Children's Area ceiling leak – plan to authorize proposal from BR Johnson and will may need to incorporate new issue discovered in wall area near existing "wave" chair in window seating nook, pending further investigation ○ Drywall near new leak in Children's Room will need to be removed due to mold, obtaining 2 quotes for remediation ○ EV Chargers; site work complete, still awaiting electrical service and charger install via the Town of DeWitt's contractor, Max communicating with Town of DeWitt, who is responsible for the project's completion ○ Anna & Team logging maintenance and facility tasks to inform the rough number of hours/week assistance is needed, and in what capacity (plumbing, electrical, ad hoc, etc) to help inform what kind of assistance is most needed. Although several handymen are available ad hoc, having a routine presence and schedule of tasks appears warranted
ACTION ITEMS:	• Investigate National Grid bill (baseline rates & fees, inclusion of solar credit) • Review building management system performance, obtain second HVAC system performance assessment • Motions by Dan, seconded by Katie: to authorize the proposal with BR Johnson for Children's Room roof leak, pending inclusion of language to warranty labor • Motion approved unanimously by those present

Amy & Tia arrived at 6:10, during the Executive Director Search report

Executive Director Search Committee, Melinda Dermody

DISCUSSION:	• Initial phone interviews nearing completion, Committee will convene to determine which candidates will move to in-person interviews • Board discussed timeline, structure, and options for progressing to the completion of the search in a timely manner
ACTION ITEMS:	• Committee will communicate next steps with Board in the coming weeks

Reports from Leadership Team

DISCUSSION:	• Cassidy, Briana and Anna presented updates; highlights included:
	    ○ Cassidy- Para Librarian for Technology position recruitment in process
	    ○ Briana- Teen Librarian position recruitment in process; Summer Reading numbers tracking to typical for children, stronger than typical participation thus far from adults!
	    ○ Anna- report distributed in advance, expressed thanks for her great team; Anna continues to advocate for a solution to improve building comfort / cooling in the summer and is helping to explore the part-time maintenance role

ACTION ITEMS:	• None

Old Business, New Business, Announcements

DISCUSSION:	• None
ACTION ITEMS:	• None

Adjournment

DISCUSSION:	• None
ACTION ITEMS	• Motion to adjourn by Angela, seconded by Dan • Motion approved unanimously by those present, meeting adjourned at 6:35pm
Next Meeting	• An ad hoc meeting for the Executive Director role will be explored based on the recruitment process • Board Meeting: Thursday, September 18, 2025, 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