Community Library of DeWitt & Jamesville

Board of Trustees Meeting
Meeting Minutes
26 June 2025

Present:, Katie Centolella, Amy McDonald, Melinda Dermody, Dan Malay, Ben Clardy, Karin Beickert, Eliza Walls, Sue Smith, Angela DeSantis, Dr. Indu Gupta, Leanne Werbeck, Lisa Moore

Not Present: Teddy Lewandowski, Max Ruckdeschel, Tia Wright

Also Present: Cassidy Miller, Briana Galea, Anna Ching-Yu Wong, Denise Canino, Diane St. Laurent, Kelly Novak, Sofia Rush, Cindy Cordes, MJ Spencer

Call to Order

ACTION ITEMS:	• Katie called the meeting to order at 5:30pm with a quorum present

Approval of Minutes

DISCUSSION:	• Draft minutes from the May 2025 meeting were distributed in advance for review
ACTION ITEMS:	• Motion to approve minutes by Melinda, seconded by Karin • Approved unanimously by those present

President's Report, Katie Centolella

DISCUSSION:	• The Board typically takes either July or August off to accommodate vacations; group discussed attendance options for both months • Katie presented an overview of the budget, which will begin on July 1. The Board discussed items such as insurance increases and review of options, staff vacancies, variability of grant and fund-raising dollars and programming plans
ACTION ITEMS:	• Katie to explore staff health insurance opportunities for the upcoming calendar year • Motion to cancel the August Board meeting by Ben, second by Karin • Motion approved unanimously by those present

Leanne arrived at 5:50pm, during the President's Report

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

DISCUSSION:	• Monthly statement distributed via email for review, overall tracking to targeted budget
ACTION ITEMS:	• Full quarterly review planned for July Board meeting

Strategic Planning, Katie Centolella

DISCUSSION:	• Katie reported that the Committee has been formed and are working on various data collection tasks at the request of the consultant • Board and Committee members participated in a Strategic Pathways Assessment Overview webinar with Heidi Holtz on June 25th • Subsequent meetings planned with Heidi & Committee
ACTION ITEMS:	• Katie will share a recording of the webinar for reference • Board members should receive an email from Heidi Holtz including an assessment tool which must be completed by July 9th

Facilities Committee, Dan Malay

DISCUSSION:	• Dan reported on several items, kudos to Anna and staff for responding to ongoing issues ○ HVAC – specifically AC – has been a 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 ○ Plan in place for Children's Area leak – Doug Arena working with BR Johnson, awaiting start and will try to incorporate new leak discovered in wall area near existing "wave" chair in window seating nook. Several window assemblies / areas around windows appear to have issues ○ Drywall near new leak in Children's Room will need to be removed due to mold, obtaining 2 quotes for remediation ○ Electric outlet issue with drinking fountain referred to electrician ○ Library Construction Aid – OCPL driven program to support capital projects ▪ 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
ACTION ITEMS:	• Motions by Dan, seconded by by Dr. Gupta ○ Motion to authorize Dan to sign proposal with Salt City Paving for phase 1 parking lot repairs using Board Designated funds ○ Motion to authorize Library to complete credit application to retain Airside Technology for HVAC second opinion ○ Motion to authorize one-time project for cleaning of interior and exterior windows by Coyne Facilities team ○ Three Motions approved unanimously by those present • Consideration of property management via an FTE or outsourcing to be pursued by Facilities Committee

Executive Director Search Committee, Melinda Dermody

DISCUSSION:	• Extended deadline for applications to July 7, Committee will convene afterwards to review candidates
ACTION ITEMS:	• None

Reports from Leadership Team

DISCUSSION:	• Cassidy, Briana and Anna presented updates; highlights included: ○ Summer Program kickoff reached 1000+ students in person at local school to spread the word, starts on Monday ○ Anna completed intent to Apply for Library Construction Aid
ACTION ITEMS:	• None

Old Business, New Business, Announcements

DISCUSSION:	• None
ACTION ITEMS:	• None

Executive Session

DISCUSSION:	• The Board entered Executive Session at 6:20 pm for the purpose of discussing Personnel & Compensation matters, motion by Melinda seconded by Lisa, approved unanimously by those present • Lisa exited the meeting around 6:30pm
ACTION ITEMS:	• Motion to approved 2025-2026 Budget as drafted by Dr. Gupta, seconded by Leann • Motion approved unanimously by those present

Adjournment

DISCUSSION:	• None
ACTION ITEMS	• Motion to adjourn by Katie, seconded by Dan • Motion approved unanimously by those present, meeting adjourned at 6:50pm
Next Meeting	• Thursday, July 17, 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