Board of Trustees Meeting
Meeting Minutes
20 March 2025

Present:, Katie Centolella, Max Ruckdeschel, Amy McDonald, Tia Wright, Melinda Dermody, Dan Malay, Ben Clardy, Karin Beickert, Angela DeSantis, Leanne Werbeck

Not Present: Dr. Indu Gupta, Lisa Moore, Eliza Walls, Teddy Lewandowski

Also Present: Charles Diede, Cassidy Miller, Briana Galea, Robert Smith, Sue Smith

Call to Order

ACTION ITEMS:	• Katie called the meeting to order at 5:31pm with a quorum present • Melinda introduced Sue Smith, a prospective candidate for the Board's remaining vacant seat

Cassidy Miller, Assistant Director of Technology

DISCUSSION:	• Charles introduced Cassidy, the Assistant Director for Technology • Cassidy provided a brief update regarding her role and outlook for the future at CLDJ • Briana (Head of Children's Services) was also present and together, she and Cassidy answered several questions from the Board
ACTION ITEMS:	• None

Amy McDonald arrived at 5:35pm
Tia Wright arrived at 5:38pm

Approval of Minutes

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

Audit Presentation – Robert Smith, FustCharles

DISCUSSION:	• Robert presented the 2024 Audit Report to the Board • Overall, the process is essentially complete and ran smoothly • One item for consideration is the development of a policy for depreciation of assets, which can be explored by the Finance Committee
ACTION ITEMS:	• Motion to approve the 2024 Audit and authorize Charles to sign the Management Representation Letter by Leanne, seconded by Ben • Approved unanimously by those present • Charles will sign Management Representation letter tomorrow and Fust Charles will issue the Final Report

Robert Smith left the meeting at 5:58pm

President's Report, Katie Centolella

DISCUSSION:	• Deferred this month, see Committee updates
ACTION ITEMS:	• None

Treasurer's Report, Tia Wright

DISCUSSION:	• The February financial statement will be deferred until the next meeting and reviewed concurrently with the March financial statements. • Tia stated that interviews for the new Finance position will begin tomorrow, Friday, 3/21.
ACTION ITEMS:	• None

Strategic Planning, Katie Centolella

DISCUSSION:	• Katie updated the Board that the committee received a comprehensive proposal within the expected cost range for consulting services to assist with creating the next strategic plan. Board-designated funds will be used for the engagement. • Katie provided an overview of the expected phases and process, which is expected to take approximately 8 months • The Board discussed some of the goals and expectations related to the engagement and looks forward to working with the community to craft a plan
ACTION ITEMS:	• The Committee will finalize engagement and plan a kick-off

Facilities Committee, Charles Diede

DISCUSSION:	• Charles provided updates on several upcoming seasonal projects, which are still awaiting quotes: 1. resealing, striping and fixing several depressions in the parking lot; 2. landscaping services • The roof leak in the Children's area is ongoing intermittently, Charles continues to try and align contractors for a solution • The Board discussed the placement of the EV chargers. Work began several weeks ago with placement in a different location than originally conceived, at the recommendation of the Town engineer and electrical subcontractor. After a discussion reviewing the reasons for an alternate location, site characteristics and overall project goals, the Board agreed that the work should continue in the current location. This is a relatively minor change in placement and it is in the best interest of the Library to complete the project.
ACTION ITEMS:	• For the EV Chargers, Charles will validate that the updated location is acceptable from the perspective of the grant, based on the opinion of the Town engineer and electrical sub-contractor

Director's Report, Charles Diede

DISCUSSION:	• Executive Director's Report distributed in advance for review, including the Annual NYS Library Survey
ACTION ITEMS:	• Motion to approve the NYS Survey by Karin, seconded by Melinda • Approved unanimously by those present; Tia abstained as she was unable to review in advance

Old or New Business & Announcements

DISCUSSION:	• Katie and Charles are scheduled to present at a School Board meeting in May regarding the Budget and Tax Levy
ACTION ITEMS:	• None

Cassidy, Briana and Charles left the meeting at 6:20pm.

Executive Session

DISCUSSION:	• The Board entered Executive Session at 6:20pm for the purposes of discussing Personnel matters • During the Executive Session, Tia Wright left at 6:40pm and Leanne Werbeck left at 6:45pm • The Board returned from Executive Session at 6:55pm
ACTION ITEMS:	• Motion to authorize the Executive Committee to perform actions as outlined in Executive Session by Katie, seconded by Ben • Approved unanimously by those present

Adjournment

DISCUSSION:	• None
ACTION ITEMS	• Motion to adjourn by Katie, seconded by Ben • Motion approved unanimously by those present, meeting adjourned at 7:01pm
Next Meeting	• Thursday, April 10, 2025, at 5:30pm

<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