Community Library of DeWitt & Jamesville

Board of Trustees Meeting
Meeting Minutes
10 April 2025

Present:, Katie Centolella, Max Ruckdeschel, Amy McDonald, Tia Wright, Melinda Dermody, Dan Malay, Ben Clardy, Karin Beickert, Eliza Walls, Sue Smith, Angela DeSantis

Not Present: Teddy Lewandowski, Dr. Indu Gupta, Leanne Werbeck, Lisa Moore

Also Present: Cassidy Miller, Briana Galea, Anna Ching-Yu Wong, Petrina McKenzie, Sofia Rush, MJ Spencer

Call to Order

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

Dan arrived at 5:40, during the President's Report

President's Report, Katie Centolella

DISCUSSION:	• Katie presented on behalf of the Library at the School District Public Hearing for the upcoming budget • The Board discussed the recent change in cleaning services, which occurred faster than expected due to the prior vendor being unable to continue service. Thus far, Library staff report the new company has been providing excellent service. Thanks to those who assisted with new vendor referrals, reviewing options and facilitating a rapid transition • The Board discussed several staffing positions including a new substitute Library Assistant and replacements for a Reference Librarian, Teen Librarian, Paralibrarian for Technology and Paralibrarian for Children's Services in the context of the overall staffing plan, compensation levels and market rates, allocation of duties and levels of responsibilities for different roles • Briana's title has been updated to Assistant Director
ACTION ITEMS:	• Remember to vote on May 20th! • Motion to approve Coyne Facility Services janitorial contract by Katie, seconded by Eliza • Approved unanimously by those present

Tia left the meeting at 6:00pm, during the President's Report

Treasurer's Report, Katie on behalf of Tia Wright

DISCUSSION:	• There is no formal report or statements this month • Katie introduced Petrina and noted how effective she has been in a short period of time in realigning processes to improve efficiency
ACTION ITEMS:	• None

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
ACTION ITEMS:	• None

Facilities Committee, Dan Malay

DISCUSSION:	• Dan reported on several items:
	  ○ Plan in place for Children's Area leak
	  ○ New landscaping services agreements in place
	  ○ Library Construction Aid – OCPL driven program to support capital projects
	    ▪ EV Chargers; site work complete, awaiting electrical service and charger install via the Town of DeWitt's contractor
	    ▪ Parking Lot repairs, sealing and striping- the Board discussed the timing of this work in the context of the grant funding timelines which may offset some of the costs.

ACTION ITEMS:	• Dan to explore whether bidders on Parking Lot repairs can split work in order to allow the more urgent repairs to take place over the summer and defer the sealing and striping until after Library Construction Aid is awarded later this year

Angela arrived at 6:15pm

Executive Director Search Committee, Melinda Dermody & Max Ruckdeschel

DISCUSSION:	• Melinda and Max reported that the job description, committee members, and recruitment/advertising plan have been finalized
ACTION ITEMS:	• Plan to launch position within the next week and require applications due by June 16

Reports from Leadership Team

DISCUSSION:	• Cassidy shared updates including working with OCPL to clarify items in the recently submitted NYS Library Survey, new technology & tech storage initiatives, upcoming changes to the hoopla account, and increasing the Nest of Things "passes" selections • Briana reported on a very successful Jamesville Elementary School fieldtrip to the library that engaged students in a number of fun activities and exploring the spaces. Based on the positive feedback, she'd like to host more events like this • Anna discussed the highlights from her written report which was distributed in advance, including staffing and facility updates
ACTION ITEMS:	• None

Old Business, New Business, Announcements

DISCUSSION:	• None
ACTION ITEMS:	• None

Executive Session

DISCUSSION:	• The Board entered Executive Session at 6:45pm for the purposes of discussing Personnel matters • The Board returned from Executive Session at 7:25pm
ACTION ITEMS:	• No action was taken during Executive Session • Katie will gather additional information regarding items discussed in Executive Session

Amy left the meeting at 7:23pm, during Executive Session

Approval of Minutes

DISCUSSION:	• Draft minutes from the April 2025 meeting were distributed in advance for review
ACTION ITEMS:	• Motion to approve minutes by Melinda, seconded by Ben • 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 7:28pm
Next Meeting	• Thursday, June 12, 2025, at 5:30pm

Board Training Opportunities (Annual requirement = 2 hours, please notify Charles when complete)

- 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