Community Library of DeWitt & Jamesville

Board of Trustees Meeting
Meeting Minutes
21 May 2026

Present: Katie Centolella, Ben Clardy, Mei Han, Dan Malay, Max Ruckdeschel, Karin Beickert, Teddy Lewandowski, Sue Smith, Melinda Dermody, Angela DeSantis, Dr. Joseph McDonald

Not Present: Dr. Indu Gupta, Lisa Moore, Laura Benjamin

Also Present: Maria Collins, Anna Ching-Yu Wong, Diane St. Laurent

Meeting Call to Order

ACTION ITEMS:	• Katie called the meeting to order at 5:31pm, with a quorum present

Approval of Minutes

DISCUSSION:	• Draft minutes of April 2025 meeting distributed in advance • Maria noted 3 minor edits, will be revised and reposted
ACTION ITEMS:	• Motion to approve minutes by Melinda, seconded by Karin • Approved unanimously by those present

President's Report, Katie Centolella

DISCUSSION:	• To be covered in Committee Reports and Budget discussion • Thank you to residents for approving the Library Funding Proposition on May 19
ACTION ITEMS:	• None

Sue and Teddy arrived at 5:40

Strategic Planning Committee, Katie Centolella

DISCUSSION:	• Katie noted that pillars have been divided into groups for Action Planning amongst the committee
ACTION ITEMS:	• Katie will keep Board members appraised re: upcoming opportunities for the Board and community input and action

Fundraising Committee, Angela DeSantis

DISCUSSION:	• Angela noted this group have been reinvigorated and discussed potential opportunities and strategies including: ○ Increased collaboration with the Friends of the Library ○ General fundraising campaigns versus specific, direct efforts (Annual Campaign vs. targeted campaign to create XXX collection) • Funding sources beyond tax levy and interest income are critical • The 10-year anniversary of the building opening is next year, 2027!
ACTION ITEMS:	• Katie will keep Board members appraised re: upcoming opportunities for the Board and community input and action

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Facilities Committee, Dan Malay

DISCUSSION:	• Facilities report included in Executive Director Report • The board discussed results of reviewing existing HVAC preventative maintenance contract and costs
ACTION ITEMS:	• Motion to approve annual contract with Airside Technology Corporation for HVAC Preventative Maintenance and Service by Dan, seconded by Ben • Approved unanimously by those present

Director's Report, Maria Collins

DISCUSSION:	• Executive Directors report distributed in advance for review, which included the draft 2026 NYS Annual Report submission • Maria summarized options to address operating and capital costs related to patron printer services – leasing vs purchase. The Board discussed potential solutions and recommended an additional option to explore • Amanda Schiavulli, OCPL Coordinator for Member Services, will join the June meeting to facilitate a Trustee Training session. This counts towards annual Trustee training requirements and will be a great opportunity to learn!
ACTION ITEMS:	• Motion to approve Alexandra Hoffman to the position of Teen Librarian, retroactively effective May 4, 2026 by Angela, seconded by Karin • Approved unanimously by those present • Motion to approve the 2026 NYS Annual Report for submission by Joe, seconded by Angela • Approved unanimously by those present • Maria will continue to investigate printer service solutions • The June 2026 Board of Trustees meeting will begin 30 minutes early, at 5:00pm, to accommodate Trustee Training session

Finance Committee #1, Mei Han

DISCUSSION:	• Substantial progress recently related to Fiscal Year alignment – a Memo summarizing the plan to change the Fiscal Year was included in the Board packet • Proposed FY2026-2027 budget included in the Board packet. The Board discussed the budget process, assumptions, and estimates at length to ensure a comprehensive review. Specific Staffing & Benefits components were deferred to executive session.
ACTION ITEMS:	• Motion to approve the Memo outlining the change in Fiscal Year and update the Library By-Laws accordingly by Melinda, seconded by Joe • Approved unanimously by those present • Mei and Maria will follow-up with Community Bank re: loan covenant language and loan rate adjusted expected in 2027

Executive Session

SUMMARY:	• The Board entered Executive Session at 6:35pm for the purposes of discussing detailed Staffing and benefits components of the proposed budget • Motion to enter Executive session by Max, seconded by Ben. Approved unanimously by those present. • The Board returned from Executive Session at 7:00pm
ACTION ITEMS:	• No action was taken during Executive Session

Finance Committee #2

DISCUSSION:	• None
ACTION ITEMS:	• Motion to approve the proposed Budget for FY 2026-2027 by Karin, seconded by Joe • Approved unanimously by those present

Adjournment

DISCUSSION:	• None
ACTION ITEMS	• Motion to adjourn by Dan, seconded by Katie • Motion approved unanimously by those present, meeting adjourned at 7:05pm
Next Meeting	• June 18, 2026, beginning at 5:00pm (early) to accommodate in-person Trustee Training session with OCPL staff

Board Training Opportunities (Annual requirement = 2 hours, please notify Maria 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 Maria
- Additional OCPL Resources: https://drive.google.com/drive/folders/1LfaRXbshDFvJgIOFDU13445G5zqAiimc