Community Library of DeWitt & Jamesville

Board of Trustees

Meeting Minutes

21 November 2024

Present: Max Ruckdeschel, Ben Clardy, Leanne Werbeck, Amy McDonald, Melinda Dermody, Angela DeSantis, Dan Malay, Karin Beickert, Eliza Walls

Not Present: Katie Centolella, Tia Wright, Lisa Moore, Teddy Lewandowski

Also Present: Charles Diede, Briana Galea, David Beikert

Call to Order

ACTION ITEMS:	Dan called the meeting to order at 5:35pm

Children's Services

ACTION ITEMS:	• Charles introduced Briana Galea, Head of Children's Services. Briana provided an overview of programming and answered questions about outreach events and connections with local schools

Approval of Minutes: October Board Meeting

DISCUSSION:	• Draft minutes of both months distributed in advance for review
ACTION ITEMS:	• Motion to approve minutes by Karin, seconded by Leanne • Approved unanimously by those present

President's Report

DISCUSSION:	• Deferred
ACTION ITEMS:	• None

Annual Fundraising Campaign

DISCUSSION:	• Initial mailer has been sent – the annual campaign has begun! Everyone should have received this year's mailing, which includes a message from Charles and Katie. Charles encouraged all board members to participate by contributing this year. • The group discussed tactics to ensure donating is easy for members of the community
ACTION ITEMS:	• Comments, suggestions and ideas for fundraising can be sent to Lisa, who chairs the fundraising committee • Please consider making a donation during the campaign

Strategic Planning Committee, Amy McDonald

DISCUSSION:	• The committee met in preparation to update the Strategic Plan in 2025. OCPL is reportedly about to release a new Strategic Plan that can inform our work. The committee is looking into outside firms and/or a collaboration with a Syracuse University program to assist with the Community Needs Assessment and creating a new Strategic Plan
ACTION ITEMS:	• Committee to continue meeting and return with updates

Facilities Report, Charles Diede

DISCUSSION:	• Charles shared that preliminary site work has begun for the electric vehicle charging stations – funding for this project was received and Charles is working with Max to clarify who will own the units once installed to ensure funds are categorized correctly on financial statements • Charles and Dan reviewed a list of projects the Facilities Team has compiled, including several that can be address using excess funds from this year's budget and which are time sensitive
ACTION ITEMS:	• Review budget going into December and authorize projects to address high priority projects

Max left at 6:10

Director's Report, Charles Diede

DISCUSSION:	• Report distributed via e-mail, Charles reviewed the highlights and noted personnel updates • Charles presented the current draft of the 2025 Budget, the Board discussed certain items and can send additional questions to Charles.
ACTION ITEMS:	• Plan to vote on the 2025 Proposed Budget during the December Board meeting

Announcements

DISCUSSION:	• Charles reminded the group of the Library Staff Holiday Party, planned for Friday, December 6th, families are welcome!
ACTION ITEMS:	• RSVP by November 22 if you can attend

Adjournment

DISCUSSION:	• None
ACTION ITEMS	• Motion to adjourn by Karin, seconded by Leanne. • Motion approved unanimously by those present, meeting adjourned at 6:25.
Next Meeting	• Thursday, December 19th 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