

Board of Trustees
Meeting Minutes
17 October 2024

Present:, Katie Centolella, Max Ruckdeschel, Ben Clardy, Leanne Werbeck, Amy McDonald, Tia Wright, Melinda Dermody, Lisa Moore, Angela DeSantis

Not Present: Dan Malay, Teddy Lewandowski, Karin Beickert

Also Present: Charles Diede, Eliza Walls

Call to Order

ACTION ITEMS:	Katie called the meeting to order at 5:35pm.
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Approval of Minutes: Board Meeting on August and September

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

Nomination of Trustee Candidate, Max Ruckdeschel

DISCUSSION:	Max presented candidate Eliza Walls to fill vacancy (of 15 months)
ACTION ITEMS:	- Motion to approve the candidates by Max, seconded by Leanne - Approved unanimously by those present.

President's Report, Katie Centolella

DISCUSSION:	The Strategic Planning Committee had a kick-off meeting and will meet monthly. Chair is being sought for this committee, but Katie will serve as chair in the meantime.
ACTION ITEMS:	Continue seeking chair for committee

Facilities Report, Charles Diede

DISCUSSION:	- The Facilities committee had a meeting and will have another before the next board meeting. - Possible capital projects were discussed. - Will plan presentation for the December board meeting.
ACTION ITEMS:	Meet again and prepare presentation for December board meeting.

Finance Committee Report, Tia Wright

DISCUSSION:	- Tia reported that the 5500 was filed, but there are issues with the calculation which will be explored in the near future. - Need to explore possibility get a new TPA that can be more responsive and also deal with organizations of our size. - Tia provided an update on financials reports. The Balance sheet is ok and as expected. Profit & Loss report was ok with an error of an expense booked incorrectly that she fixed. The Budget vs. Actual report looked on track, with question about phone costs being so much lower than the amount budgeted.
ACTION ITEMS:	- Motion to approve the quarterly financials by Leanne, seconded by Lisa. - Charles will research other TPA options

Director's Report, Charles Diede

DISCUSSION:	- Report distributed via e-mail. Charles highlighted the following: - YA Librarian took another job, and they have posted for position and hope to begin interviewing next week. - Fundraising campaign will kick off in early November (in print and online). They will try some new things last year. While last year's silent auction gala netted \$5k, it was too much work so don't plan to do again. Looking at doing more with outreach to businesses, including restaurant fundraising options which are seen to be relatively easy with low effort on our part. - Marketing Committee chair is sought to start up the committee again and support the fundraising effort. - EV charger project is seeing some movement. - Charles reports that he is doing well in his finance class. Great to hear Charles! - Needed a vote to approve adding the new assistant director as a signatory to the bank account.
ACTION ITEMS:	- Motion to approve adding assistant director as a signatory to the bank account by Lisa, seconded by Tia. - Approved unanimously by those present. - Continue seeking chair of Marketing Committee. - Explore business outreach, including restaurant options, to support fundraising campaign.

Committee Reports

DISCUSSION:	None
ACTION ITEMS:	None

New & Old Business

DISCUSSION:	None
ACTION ITEMS:	None

Announcements

DISCUSSION:	Tia reported that the JD Girl Scouts have been doing a toiletries drive and will be donating the proceeds to CLDJ. Thank you JD Girl Scouts!
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ACTION ITEMS:	None
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Adjournment

DISCUSSION:	None
ACTION ITEMS	- Motion to adjourn by Melinda, seconded by Ben. - Motion approved unanimously by those present, meeting adjourned at 6:40.
Next Meeting	Nov 21, 2024

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>