

Board of Trustees Meeting

Meeting Minutes

16 October 2025

Present: Katie Centolella, Dan Malay, Karin Beickert, Angela DeSantis, Dr. Indu Gupta, Max Ruckdeschel, Ben Clardy

Not Present: Sue Smith, Lisa Moore, Melinda Dermody, Teddy Lewandowski , Leanne Werbeck

Also Present: Maria Collins, Cassidy Miller, Briana Galea, Anna Ching-Yu Wong, Diane St. Laurent

Call to Order

ACTION ITEMS:	Katie called the meeting to order at 5:30pm. There was not a quorum present for this meeting.
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Approval of Minutes

DISCUSSION:	Minutes from the September 2025 meeting were distributed in advance for review
ACTION ITEMS:	Will plan to approve at the next meeting

President's Report & Membership Committee, Katie Centolella

DISCUSSION:	- Membership update: Tia Wright and Eliza Walls have resigned their seats. There are currently 3 vacancies including the Treasurer position - Board discussed the process for filling vacant seats and importance of identifying an individual with finance/accounting background to fill the Treasurer role ASAP
ACTION ITEMS:	- Dan will share the current Trustee roster and term sheet with Maria - Board members and staff present asked to consider nominating potential candidates to fill partial terms for vacant seats created by Amy, Tia, and Eliza

Treasurer's Report

DISCUSSION:	None
ACTION ITEMS:	None

Strategic Planning

DISCUSSION:	- Focus Groups meeting and progressing according to timeline! - Focus Group participants may yield potential Trustee opportunities
ACTION ITEMS:	None

Facilities Committee, Dan Malay

DISCUSSION:	- Dan reported on several items: - Parking Lot repairs scheduled for November - Children's Area ceiling leak work revealed the window is not the issue after windows were disassembled, updated, reinstalled – details in ED's report
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	○ HVAC ▪ Airside completed Chiller Fix and system updates to optimize performance ▪ Dan shared that we are moving forward with Airside's proposal for emergency boiler repairs ○ EV Chargers; site work complete, chargers installed, need National Grid connection and vendor activation to finalize project ○ Maria & Team logging maintenance and facility tasks to inform the rough number of hours/week assistance is needed, and in what capacity (plumbing, electrical, ad hoc, etc) to help inform what kind of assistance is most needed ○ Solar Panel issue noted in Executive Director's report ○ Evaluating snow removal proposals, will proceed with selection in the next week or so
ACTION ITEMS:	• Staff will continue logging routine facilities projects and needs to inform plan to either create or contract for this routine work • Dan will connect Maria with Sue and Airside for Boiler project completion

Executive Director Report

DISCUSSION:	• Welcome to Maria – now on-site and presenting her first ED Report • Full report shared in advance via email, Maria commented on several items: ○ Recruitments for open position ongoing ○ Children's Area leak now focused on roof: green roof installation vs. roof installation • Group discussed current and potential statistics to be included in ED's monthly report- focusing on physical and virtual "traffic," programming metrics, trends over time
ACTION ITEMS:	• Doug Arena (Facilities Cmte) helping to coordinate roof leak effort • Max to connect Maria with an Eagle Bulletin reporter that would like to profile her as the new Executive Director

Old Business, New Business, Announcements

DISCUSSION:	• Addressed in prior sections
ACTION ITEMS:	• None

Executive Session

DISCUSSION:	• The Board entered Executive Session for the purpose of discussing employee health benefit options at 6:12pm • The Board exited Executive Session at 6:44pm, no action was taken
ACTION ITEMS:	• None

Adjournment

DISCUSSION:	• None
ACTION ITEMS	• Meeting adjourned at 6:45pm
Next Meeting	• Thursday, November 20, 2025, at 5:30pm

Board Training Opportunities (Annual requirement = 2 hours)

- 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 CLDJ
- Additional OCPL Resources: <https://drive.google.com/drive/folders/1LfaRXbshDFvJgIOFDU13445G5zqAiimc>