Community Library of DeWitt & Jamesville

Board of Trustees
Meeting Minutes
19 September 2024

Present: Dan Malay, Katie Centolella, Teddy Lewandowski, Ben Clardy, Tia Wright, Angela Desantis, Amy McDonald
Not Present: Karin Beickert, Melinda Dermody, Leanne Werbeck, Max Ruckdeschel, Janet Alexander, Lisa Moore
Also Present: Charles Diede

Call to Order

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

Approval of Minutes: Board Meeting on August 15

DISCUSSION:	• Draft minutes distributed in advance for review • Tia noted error in approvals for June and July, Dan will correct and send final version to Charles to post
ACTION ITEMS:	• Motion to approve minutes by Ben, seconded by Dan • Approved unanimously by those present

President's Report, Katie Centolella

DISCUSSION:	• Board Member updates:
	  ○ Eliza Walls intends to join, but unable to join tonight – looking forward to seeing her next month
	  ○ Janet Alexander may need to vacate her seat
	• Katie reviewed Board Subcommittees and Board members confirmed membership and signed up for additional committees, remember that any community members can join subcommittees
	• Strategic Planning Committee will be reinvigorated as the existing outline expires after 2025; intend to engage our community for feedback as well as strengthen internal action plans, group discussed the importance of a well-executed strategic planning process and how it will drive progress in the future
	• Retirement Plan Review ongoing to address gap in funding expectation, ongoing efforts to rectify, board discussed and endorsed Tia connecting Tony to the effort to clarify current items and then separately, need to follow-up on internal operational processes

ACTION ITEMS:	• Personnel Committee to convene next 4 weeks– handbook review, resource for staffing discussions with ED, performance reviews and programs with ED • Strategic Planning Committee to convene next 4-8 weeks • Board members to consider identifying candidates with seeking Finance, Facilities, Strategic Planning expertise • Tia will engage Tony in the Retirement Plan review process

Treasurer's Report, Tia Wright

DISCUSSION:	• Financial Statements distributed for review with Treasurer note • Shelter Point Disability and NYS PFL issues resolved
ACTION ITEMS:	• None

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Director's Report, Charles Diede

DISCUSSION:	• Report distributed via e-mail, and Charles reviewed the highlights, including: ○ Introduced Anna Wong, new Assistant Director. Anna has a wealth of experience and we're grateful she's joined CLDJ. ○ Budget process for 2025 has begun ○ Charles will be convening the Facilities Committee to discuss aggregating, discussing and prioritizing key facility needs
ACTION ITEMS:	• Motion by Teddy, second by Katie, to authorize Secretary to sign Community Bank Resolution form to add Ching-Yu (Anna) Wong as an authorized agent for Library business. This supports existing procedures for redundancy and second signatures. • Approved unanimously by those present

Committee Reports

DISCUSSION:	• As noted in President's and Director's Reports
ACTION ITEMS:	• None

New & Old Business

DISCUSSION:	• None
ACTION ITEMS:	• None

Announcements

DISCUSSION:	• None
ACTION ITEMS:	• None

Adjournment

DISCUSSION:	• None
ACTION ITEMS	• Motion to adjourn by Katie, seconded by Dan • Motion approved unanimously by those present, meeting adjourned at 6:37pm
Next Meeting	Next Regular Meeting: Thursday, October 17th

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

- 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