Community Library of DeWitt & Jamesville

Board of Trustees Meeting
Meeting Minutes
18 September 2025

Present: Katie Centolella, Melinda Dermody, Dan Malay, Karin Beickert, Angela DeSantis, Dr. Indu Gupta, Max Ruckdeschel, Tia Wright, Teddy Lewandowski, Sue Smith

Not Present: Eliza Walls, Lisa Moore, Leanne Werbeck, Ben Clardy

Also Present: Maria Collins, Cassidy Miller, Briana Galea, Anna Ching-Yu Wong, MJ Spencer, Sofia Rush, Cindy Cordes

Call to Order

ACTION ITEMS:	• Katie called the meeting to order at 5:32pm with a quorum present

Approval of Minutes

DISCUSSION:	• Revised minutes from the June 2025 and drafts of July and Special August meetings were distributed in advance for review
ACTION ITEMS:	• Motion to approve minutes by Karin, seconded by Indu. Approved unanimously by those present

Strategic Planning, Heidi Holtz

DISCUSSION:	• Heidi presented an update on the Strategic Planning and Pathways Engagement, which has been progressing well. • Phases include: Assessment & Capacity = Completed, Discovery and Focus Groups = In progress, Development of Pathways and Priorities = anticipated for Fall • Assessment Phase results show an organization generally aligned in "mid-growth" • Heidi and others, including staff and Board members, noted the experience has been very positive thus far
ACTION ITEMS:	• There are still several slots available in the Focus Groups, reach out to Katie if you'd like to nominate someone to participate • Heidi will present an update to the staff in the coming weeks • Heidi and the Committee will present again in several months at the conclusion of the process

President's Report, Katie Centolella

DISCUSSION:	• Katie introduced Maria Cancro, the candidate of choice of Executive Director. • Amy McDonald has relocated out of state, and thus resigned her Board position this week • Tia Wright is planning to step down as Treasurer due to personal reasons • Board members must reside within the boundaries of the service area of the Library, which is generally everyone living in the Jamesville-DeWitt School District, plus the stretch of Woodchuck Hill Road near the High School and portions of the Southwood/Crown Point neighborhoods. If you are unsure if a potential candidate qualifies, please reach out to Max. • Candidates with an accounting, tax, CPA background are strongly desired, knowledge of QuickBooks is preferred
ACTION ITEMS:	• Motion to approved Maria Collins as the Executive Director of the Community Library of Dewitt and Jamesville by Melinda, seconded by Max. Motion approved unanimously by those present. Congratulations, Maria! • Katie will coordinate messaging regarding Maria's appointment in the coming days • Please forward potential Board candidates to Katie to fill Amy's partial term through December 31, 2028

Tia arrived at 6:10, during the President's Report

Treasurer's Report, Tia Wright

DISCUSSION:	• Updated Financial Statements were distributed via email in advance • Tia summarized the current financial statements and some recent miscommunication that has delayed reconciling the statements
ACTION ITEMS:	• Motion to approve second quarter financial statements, pending clarification of an extra mortgage payment applied, payroll corrections discussed, and Windows 24 reconciliation by Karin, seconded by Angela. Approved unanimously by those present

Facilities Committee, Dan Malay

DISCUSSION:	• Dan reported on several items:
	  ○ Parking Lot repairs proposal accepted, Salt City Paving planning work
	  ○ Children's Area "Wave Chair" nook project completed
	  ○ Children's Area ceiling leak project planned next Wednesday & Friday
	  ○ HVAC
	    ▪ awaiting Airside to complete Chiller Fix and system updates to optimize performance. Confirmed solar system is properly credited on National Grid bill
	    ▪ Boiler project identified for consideration
	  ○ EV Chargers; site work complete, chargers installed, need National Grid connection and vendor activation
	  ○ Anna & 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.

ACTION ITEMS:	• Staff will continue logging routine facilities projects and needs to inform plan to either create or contract for this routine work

Reports from Leadership Team

DISCUSSION:	• Cassidy, Briana and Anna presented updates; highlights included:
	  ○ Cassidy- Windows 2024 installed, our new Paralibrarian for Technology hired and is working out wonderfully, working on a new grant for a new PC set-up in the Hive to offer adobe suite
	  ○ Briana- Summer Reading Wrap-Up for Adults and Children: ages 0-5: 55 registrants, 6-11 392 kids, teens 93, adults 154 – a tremendously popular program!
	  ○ Anna- commended the staff for their daily efforts to provide a great experience for patrons and thanked them for their adaptability!

ACTION ITEMS:	• None

Old Business, New Business, Announcements

DISCUSSION:	• None
ACTION ITEMS:	• None

Adjournment

DISCUSSION:	• None
ACTION ITEMS	• Motion to adjourn by Dan, seconded by Tia. Motion approved unanimously by those present, meeting adjourned at 6:56pm
Next Meeting	• Thursday, October 16, 2025, at 5:30pm

Community Library of DeWitt & Jamesville

<u>Board Training Opportunities (Annual requirement = 2 hours)</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 CLDJ
- Additional OCPL Resources: https://drive.google.com/drive/folders/1LfaRXbshDFvJgIOFDU13445G5zqAiimc