

**Board of Trustees**  
Meeting Minutes  
18 April 2024

**Present:** Dan Malay, Katie Centolella, Max Ruckdeschel, Karin Beickert, Ben Clardy, Leanne Werbeck, Teddy Lewandowski, Robin Young, Amy McDonald, Lisa Moore, Tia Wright

**Not Present:** Melinda Dermody, Cathryn McVeary

**Also Present:** Charles Diede, Janet Alexander, Eliza Waltz

**Call to Order**

ACTION ITEMS:	Katie called the meeting to order at 5:30pm.
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**President’s Report, Katie Centolella**

DISCUSSION:	<ul style="list-style-type: none"> <li>• Katie welcomed guests to the meeting</li> </ul>
ACTION ITEMS:	<ul style="list-style-type: none"> <li>• None</li> </ul>

**Approval of Minutes: Board Meetings on March 21<sup>st</sup> and 26<sup>th</sup>**

DISCUSSION:	Draft minutes distributed in advance for review, discussed briefly
ACTION ITEMS:	<ul style="list-style-type: none"> <li>• Dan will recirculate March 21<sup>st</sup> and March 26<sup>th</sup>, plus send April 18<sup>th</sup> once complete</li> <li>• To be approved in May</li> </ul>

**Treasurer’s Report, Tia Wright**

DISCUSSION:	<ul style="list-style-type: none"> <li>• Tia provided an update on recent progress and financial processes, reviewing January, February and March financial reports</li> <li>• Tia is finalizing approximately \$2,000 in edits with Kathy to complete April</li> <li>• The Board discussed financial practices, job descriptions and scope of existing roles related to financial procedures to ensure efficient, timely and accurate business practices and reports</li> </ul>
ACTION ITEMS:	<ul style="list-style-type: none"> <li>• Motion to approved first quarter financials by Leanne, seconded by Karin</li> <li>• Approved unanimously by those present</li> <li>• Personnel Committee will review current roles, expectation and responsibilities for financial roles</li> </ul>

**Lisa arrived at 5:50pm**

**Director’s Report, Charles Diede**

DISCUSSION:	<ul style="list-style-type: none"> <li>• Report distributed via e-mail, and Charles reviewed the highlights, including:             <ul style="list-style-type: none"> <li>○ A successful slate of Solar Eclipse activities – over 400 pairs of glasses were distributed! The library is collecting used glasses for donation</li> <li>○ Recent facility maintenance issues</li> </ul> </li> <li>• Final draft of the Annual Report was distributed with an updated Financial Summary</li> </ul>
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ACTION ITEMS:	<ul style="list-style-type: none"> <li>Contingent on final review of Financial Summary by Tia, motion to approved 2023 Annual Report by Lisa, seconded by Ben</li> <li>Approved unanimously by those present</li> </ul>
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**The Board entered Executive Session at 6:18pm for the purposes of discussing specific personnel matters.**

**Teddy departed the meeting at 6:35pm**

**The Board returned from Executive Session at 6:50pm. No action was taken during the Executive Session.**

#### **Announcements**

DISCUSSION:	OCPL Trustee Meet & Greet: North Syracuse Library on May 8 <sup>th</sup> from 5:00-7:00pm.
ACTION ITEMS:	Email from Charles on April 17 <sup>th</sup> includes RSVP link: <a href="https://forms.gle/72YJLf5CPAKL8TnDA">https://forms.gle/72YJLf5CPAKL8TnDA</a>

#### **Adjournment**

DISCUSSION:	None
ACTION ITEMS	<ul style="list-style-type: none"> <li>Motion to adjourn by Katie, seconded by Dan.</li> <li>Motion approved unanimously by those present, meeting adjourned at 6:52pm</li> </ul>
Next Meeting	Next Regular Meeting: Thursday, May 16th at 5:30pm

#### **Board Training Opportunities (Annual requirement = 2 hours, 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