Community Library of DeWitt & Jamesville

Board of Trustees Meeting
Meeting Minutes
15 October 2026

Present: Katie Centolella, Dan Malay, Karin Beickert, Sue Smith, Melinda Dermody, Laura Benjamin, Mei Han, Lisa Moore, Teddy Lewandowski, Dr. Joseph McDonald
Not Present: Dr. Indu Gupta, Max Ruckdeschel, Angela DeSantis, Ben Clardy
Also Present: Maria Collins, Casey Stansbury, Jill Hurst-Wahl

Meeting Call to Order

ACTION ITEMS:	• Katie called the meeting to order at 5:33pm

President's Report, Katie Centolella

DISCUSSION:	• Katie shared that Ben Clardy has resigned, effective immediately. The Board has one existing seat vacant, plus Ben's partial term, which ends 12/2028.
ACTION ITEMS:	• Please reach out to Melinda (Membership) with any potential Board candidates

Approval of Meeting Minutes, Katie Centolella

DISCUSSION:	• Draft minutes of July 2026 meeting distributed in advance
ACTION ITEMS:	• Motion to approve minutes by Karin, seconded by Mei • Approved unanimously by those present

Approval of Strategic Plan, Katie Centolella

DISCUSSION:	• The final draft of the new Strategic Plan was distributed in advance and discussed by the Board – this is the culmination of significant effort and engagement throughout the process and sets realistic, tangible targets for the next 5 years!
ACTION ITEMS:	• Motion to approve the plan by Karin, seconded by Lisa, with the addition of a tracking timeline and the move of staff names to positions. • Approved unanimously by those present

Finance Committee, Mei Han, Maria Collins, Casey Stansbury

DISCUSSION:	• The Board discussed Financial Statements, which were distributed in advance; Maria noted several key items including options for addressing a small anticipated surplus • New fiscal packet includes a new cash forecast document to help understand position throughout the budget year • The Board discussed strategies to maximize interest-bearing accounts throughout the year including options such as high-yield savings and short-term CD ladders; these are applicable to the primary operating account and Board-designated account • A partial audit, one of the final tasks to officially transition to a new fiscal year system, is nearly complete and the draft should be presented in November, after which the only remaining task is to file the 990 • The new mortgage interest rate, which will be higher based on the current market, will be finalized by next month
ACTION ITEMS:	• Motion to approve Financial Statements for Q1 by Melinda, seconded by Karin • Approved unanimously by those present

Facilities Committee, Dan Malay, Maria Collins

DISCUSSION:	• Dan and Maria discussed recent facilities projects, discussions and plans, including a recommendation to commission a Building Condition Assessment to catalogue existing conditions and help proactively address future needs, and it aligns well with Strategic Plan pathways • Several updates distributed in advance via the Directors Report • The Board discussed the time, tasks, and potential benefits of having a role dedicated to facilities. Whether this is a part-time direct hire or 3rd party, the Board agree that creating a job description and "task list" would help guide next steps
ACTION ITEMS:	• Facilities & Sue to assist engaging firms to provide quotes for a Building Condition Assessment • Lisa to share Facilities job description and references her organization recently created

Director's Report, Maria Collins

DISCUSSION:	• Executive Directors report and several draft policies and facilities quotes distributed in advance for review • Maria welcomed two new staff to the team • The Board discussed updates to the planned closure and holiday dates for 2027- including now being closed on President's Day and Indigenous Peoples Day, and being open the Saturday of Labor Day weekend

ACTION ITEMS:	• Maria will send the draft Annual Report for review
	• Motion to approve staff appointments by Mei, seconded by Joe:
	  ○ Resolved, that the CLD&J Board of Trustees appoints James Domachowske to the position of Library Page retroactively to his hire date of 06/29/2026
	  ○ Resolved, that the CLD&J Board of Trustees appoints Elizabeth Hay to the position of Substitute Library Clerk retroactively to her hire date of 09/09/2026
	• Approved unanimously by those present
	• Motion or approve 3 policies: Lost and Found policy, Public Display policy, and the OCPL Artificial Intelligence Use Policy for Staff policy by Mei, seconded by Karin
	• Approved unanimously by those present
	• Motion to approve 2027 Planned Closure dates by Joe, seconded by Lisa
	• Approved unanimously by those present
	• Motion to retroactively approve 3 emergent actions discussed by Board in September: adjusting closure date to accommodate Staff Development Day trainer conflict, Snow Removal Contract for 2026-2027, and Parking Lot Sealing Contract by Lisa, seconded by Dan
	• Approved unanimously by those present

Adjournment

DISCUSSION:	• None
ACTION ITEMS	• Motion to adjourn by Dan, seconded by Sue • Motion approved unanimously by those present, meeting adjourned at 6:35pm
Next Meeting	• November 19, 2026 at 5:30pm

Board Training Opportunities (Annual requirement = 2 hours, please notify Maria 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 Maria

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