

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

**Present:** Melinda Dermody, Teddy Lewandowski, Dan Malay, Cathryn McVeary, Tia Wright, Katie Centolella, Max Ruckdeschel, Ben Clardy, Amy McDonald, Leanne Werbeck

**Not Present:** Robin Young, Lisa Moore

**Also Present:** Charles Diede, Karin Beickert

**Call to Order**

ACTION ITEMS:	Max called the meeting to order at 6:10pm with a quorum present
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**Approval of Minutes from November 2023 and December 2023 Board meetings**

DISCUSSION:	Distribution of minutes delayed
ACTION ITEMS:	Will review and approve minutes for November, December, and January at the next meeting

**Executive Committee Membership**

DISCUSSION:	Max introduced the proposed nominees for the Executive Committee: President, Katie Centolella; Vice President, Lisa Moore; Treasurer, Tia Wright; Secretary, Dan Malay; Membership Officer, Max Ruckdeschel
ACTION ITEMS:	<ul style="list-style-type: none"> <li>• Motion to approve the slate by Max, seconded by Katie</li> <li>• Motion approved unanimously by those present</li> </ul>

**Board of Trustees Vacancies**

DISCUSSION:	<ul style="list-style-type: none"> <li>• There are 2 vacancies on the Board of Trustees created by trustees who will not complete their terms: a 4-year term (replacing Ping Cong), and a 2-year term (replacing Meriel Stokoe, ending on 12/31/2025)</li> <li>• Max introduced Karin Beickert, who briefly introduced herself to the group</li> <li>• Max nominated Karin to fill the vacant 4-year term</li> </ul>
ACTION ITEMS:	<ul style="list-style-type: none"> <li>• Motion to approve Karin by Max, seconded by Melinda</li> <li>• Motion approved unanimously by those present</li> <li>• If you know of someone interested in the remaining vacancy, please contact Max</li> </ul>

**President’s Report, Katie Centolella**

DISCUSSION:	<ul style="list-style-type: none"> <li>• Katie welcomed new Trustees and asked existing Trustees to briefly introduce themselves</li> <li>• Katie provided an overview of Board sub-committees and circulated a roster for Trustees to join at least 1 sub-committee               <ul style="list-style-type: none"> <li>○ Facilities, Personnel, and Strategic Planning are key committees for 2024</li> </ul> </li> </ul>
ACTION ITEMS:	<ul style="list-style-type: none"> <li>• Trustees will join at least 1 sub-committee</li> <li>• Sub-committee membership is open to anyone in the community; Trustees are encouraged to consider identifying &amp; recruiting additional members</li> </ul>

Please note the following Treasurer’s Report and Director’s Report overlapped in discussion, but are grouped into their respective categories for the minutes

**Treasurer’s Report, Tia Wright**

DISCUSSION:	<ul style="list-style-type: none"> <li>• Tia reiterated the plan discussed during the Annual Meeting regarding a review of the Financial Summary categories used in the Annual Report to ensure they roll-up correctly, and waiting several weeks to publish to allow additional time for year-end activities to ensure the most accurate &amp; transparent data is reflected in the Annual Report</li> <li>• Tia should have December numbers for review at the February meeting</li> <li>• Tia noted the external accounting/financial assistance engagement has ended. If ongoing services are required, a new engagement is necessary, and the existing consultant hourly rate will increase.</li> </ul>
ACTION ITEMS:	<ul style="list-style-type: none"> <li>• Finance Committee will discuss the ongoing need for external assistance and bring a recommendation to the February meeting</li> </ul>

**Director’s Report, Charles Diede**

DISCUSSION:	<ul style="list-style-type: none"> <li>• Report distributed via e-mail, and Charles reviewed the highlights and noted upcoming expenses for a deferred boiler fix and a new plumbing issue</li> <li>• Charles reviewed the annual 2-hour education requirement for all trustees             <ul style="list-style-type: none"> <li>• Multiple options are available, including attending New Trustee Orientation (which will be scheduled by Charles in ~April), reading the Handbook for Library Trustees of NYS, and/or participating in webinars or on-demand sessions that Charles will send routinely in the coming year, and several of which are noted and linked on page 3 of these minutes</li> <li>• Trustees whose employer offers sexual harassment or ethics training may use it as part of their Trustee requirement</li> </ul> </li> <li>• Employee Handbook revisions are underway, plan to finalize and approve at the February meeting             <ul style="list-style-type: none"> <li>• A review of vacation accrual carry-over practices will require a separate sub-committee meeting to develop recommendations on potentially adjusting the carry-over date (anniversary vs. year-end) and resolving issues that may arise from changing current practice. Once complete, HR &amp; payroll systems can be updated.</li> </ul> </li> <li>• Draft budget for 2024 was reviewed based on additional discussion and effort between Charles and the Finance Committee             <ul style="list-style-type: none"> <li>• The group discussed adjustments since the initial draft, focusing on a break-even budget. The proposed budget includes a 2% tax levy increase and sustains our existing levels of staffing, investment and operations, plus allocates additional funding based on recent trends, particularly in building repair and maintenance costs, which have been escalating.</li> </ul> </li> <li>• There are 3 budget items the board will vote on today:             <ol style="list-style-type: none"> <li>1. To accept the 2024 budget as presented this evening               <ul style="list-style-type: none"> <li>▪ Motion to approve by Cathryn, seconded by Melinda,</li> </ul> </li> <li>2. To exceed the 2% tax levy (which is done to ensure any tax levy calculation changes beyond the Library’s control do not impact the Library’s ability to accept and implement the budget)               <ul style="list-style-type: none"> <li>▪ Motion to approve by Max, seconded by Ben, text as follows:</li> <li>▪ RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Community Library of DeWitt &amp; Jamesville overrides, for the 2024 fiscal year, the tax levy limit imposed by Municipal Law §3-c(3).</li> </ul> </li> <li>3. To request the Jamesville-Dewitt School District include the Library funding proposition to be included on the upcoming school district ballot in May 2024               <ul style="list-style-type: none"> <li>▪ Motion to approve by Max, seconded by Melinda. Resolution text is included on page 4.</li> </ul> </li> </ol> </li> </ul>
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<i>Director's Report</i> ACTION ITEMS:	<ul style="list-style-type: none"> <li>• Trustees should notify Charles upon completion of their annual education requirements</li> <li>• New Trustees must share contact information with Charles for inclusion on email distribution lists, shared Google drive, etc.</li> <li>• The Executive and Personnel Committee will work with Charles to develop recommendations to finalize the Employee Handbook and plan for approval during the February meeting</li> <li>• The 3 budget-related motions were each approved unanimously by those present</li> <li>• Katie will sign the Resolution for the school district ballot and send to the district</li> </ul>
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**Committee Reports**

DISCUSSION:	None
ACTION ITEMS:	None

**New Business**

DISCUSSION:	None
ACTION ITEMS:	None

**Old Business**

DISCUSSION:	None
ACTION ITEMS:	None

**Announcements**

DISCUSSION:	None
ACTION ITEMS:	None

**Adjournment**

DISCUSSION:	None
ACTION ITEMS	<ul style="list-style-type: none"> <li>• Motion to adjourn by Tia, seconded by Teddy</li> <li>• Motion approved unanimously by those present, meeting adjourned at 7:05pm</li> </ul>
Next Meeting	Thursday, February 15 <sup>th</sup> at 5:30pm

**Board Training Opportunities (Annual requirement = 2 hours, notify Charles when complete)**

- New Trustee Orientation at the Library: TBD and scheduled in Q1 2024
- Trustee By Numbers, Webinar, January 30<sup>th</sup>, 5:30-7:00 [Registration Link](#)
- Roberts Rules of Order, Webinar, February 28<sup>th</sup>, 10:00-11: [Registration Link](#)
- 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

**COMMUNITY LIBRARY OF DEWITT & JAMESVILLE**  
**BOARD OF TRUSTEES**

**RESOLUTION**

A meeting of the Board of Trustees of the Community Library of DeWitt & Jamesville herein referred to as “Library” was held on January 18, 2024 in accordance with the library’s bylaws.

The following action was approved by the Board of Trustees:

Be it resolved that the Library has or will submit a funding proposition to the Jamesville-DeWitt Central School District to be placed on the next school district ballot in the aggregate sum of \$1,612,518 which is an increase of \$36,661 over the 2023 levy for the purpose of funding the library.

**CERTIFICATION**

I, the undersigned President of the Board of Trustees of the Community Library of DeWitt & Jamesville, do hereby certify that the foregoing is a true, exact and correct copy of the resolution adopted at a lawfully held meeting of the Board of Trustees on the 18<sup>th</sup> day of January, 2024.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Katie Centolella

Title: President of the Board of Trustees