

Board of Trustees
Meeting Minutes
20 June 2024

Present: Dan Malay, Katie Centolella, Max Ruckdeschel, Karin Beickert, Ben Clardy, Leanne Werbeck, Amy McDonald, Tia Wright, Melinda Dermody

Not Present: Teddy Lewandowski, Lisa Moore

Also Present: Charles Diede, Janet Alexander, Angela DeSantis

Call to Order

ACTION ITEMS:	Katie called the meeting to order at 5:35pm.
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Approval of Minutes: Board Meeting on May 16

DISCUSSION:	<ul style="list-style-type: none"> Draft minutes distributed in advance for review
ACTION ITEMS:	<ul style="list-style-type: none"> Motion to approve minutes by Ben, seconded by Karin Approved unanimously by those present

Nomination of Trustee Candidates, Max Ruckdeschel

DISCUSSION:	<ul style="list-style-type: none"> Three vacancies exist, with terms ending December 2025 Max presented two candidates, Janet Alexander and Angela DeSantis
ACTION ITEMS:	<ul style="list-style-type: none"> Motion to approve the candidates by Max, seconded by Karin Approved unanimously by those present. Thank you Janet and Angela!

President's Report, Katie Centolella

DISCUSSION:	<ul style="list-style-type: none"> The Personnel Committee finalizing Executive Director Annual Review, the Facilities Committee will convene to begin a process to support capital planning efforts
ACTION ITEMS:	<ul style="list-style-type: none"> None

Treasurer's Report, Tia Wright

DISCUSSION:	<ul style="list-style-type: none"> Tia provided an update on recent progress and financial processes, reviewing April and May financial statements <ul style="list-style-type: none"> A new column was added on several statements to call-out specific comments from the Treasurer, which was well-received The Board discussed how a policy on capitalization would be helpful and that QuickBooks Online may have a fixed asset model to supplement this effort
ACTION ITEMS:	<ul style="list-style-type: none"> Finance Committee to draft a capitalization policy by end of year and explore QB functionality Motion to approve financial statements by Dan, seconded by Max Approved unanimously by those present

Director's Report, Charles Diede

DISCUSSION:	<ul style="list-style-type: none"> • Report distributed via e-mail, and Charles reviewed the highlights, including: <ul style="list-style-type: none"> ○ QuickBooks Online conversion nearly complete ○ OCPL-provided software system for program scheduling is transitioning to a new vendor and will impact programming in September, which the library staff is addressing ○ A search for the recently vacated Assistant Director for Patron Services is ongoing ○ The Children's Area door issue (related to securing/locking) has been fixed
ACTION ITEMS:	<ul style="list-style-type: none"> • None

Committee Reports

DISCUSSION:	<ul style="list-style-type: none"> • None
ACTION ITEMS:	<ul style="list-style-type: none"> • None

New Business

DISCUSSION:	<ul style="list-style-type: none"> • None
ACTION ITEMS:	<ul style="list-style-type: none"> • None

Old Business

DISCUSSION:	<ul style="list-style-type: none"> • Charles will be OOO for the July meeting, but a representative can attend on his behalf. The Board typically cancels one meeting in the summer due to scheduling conflicts. • Max reported on the progress and final results related to a potential drainage issue near the southern edge of the property.
ACTION ITEMS:	<ul style="list-style-type: none"> • Dan will poll the Board to determine availability and preferences for the July and August meetings, anticipate we will cancel July

Announcements

DISCUSSION:	<ul style="list-style-type: none"> • None
ACTION ITEMS:	<ul style="list-style-type: none"> • None

The Board entered Executive Session at 6:20 to discuss personnel matters.

The Board returned from Executive Session at 6:59pm. No action was taken during Executive Session.

Adjournment

DISCUSSION:	<ul style="list-style-type: none"> • None
ACTION ITEMS	<ul style="list-style-type: none"> • Motion to adjourn by Max, seconded by Dan. • Motion approved unanimously by those present, meeting adjourned at 7:00pm
Next Meeting	Next Regular Meeting: to be determined, likely August 15 th , Dan will poll Board and send an update via email

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