

**Board of Trustees**  
Meeting Minutes  
March 16, 2023

**Attendees:** Doug Arena, Ping Cong, Melinda Dermody, Charles Diede, Teddy Lewandowski, Silvia Macor, Dan Malay, Cathryn McVeary, Lisa Moore, James Trevvett, Tia Wright, Robin Young

**Excused:** Katie Centolella, Jill Enright, Barbara MacDonald, Max Ruckdeschel, Meriel Stokoe

**Call to Order**

ACTION ITEMS:	Melinda called the meeting to order at 5:38pm with a quorum present.
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**Approval of Minutes from February Board meeting**

DISCUSSION:	<ul style="list-style-type: none"> <li>• Minutes distributed via email.</li> <li>• Motion to approve by Silvia, seconded by James.</li> </ul>
ACTION ITEMS:	Motion approved 9-0, Tia abstained (absent at February meeting).

**Approval of Minutes from Annual Meeting**

DISCUSSION:	<ul style="list-style-type: none"> <li>• Minutes distributed via email.</li> <li>• Motion to approve by Silvia, seconded by Dan.</li> </ul>
ACTION ITEMS:	Motion approved 10-0.

*Cathy McVeary arrived at 5:43pm*

**President's Report, Melinda Dermody**

DISCUSSION:	<ul style="list-style-type: none"> <li>• Board sub-committee list and roster circulated amongst attendees for edits based on Board members interest and roster changes.</li> <li>• Charles noted that Doug, Ping, and Teddy have not been added to the Board shared Google drive because they do not have "@gmail.com" email addresses. Teddy mentioned it may be possible to have access if the email address is hosted by Google; Charles will attempt to add and if unsuccessful, individuals will need to provide an updated email address for access.</li> </ul>
ACTION ITEMS:	<ul style="list-style-type: none"> <li>• Melinda will compile sub-committee list edits and re-circulate.</li> <li>• Charles will determine if current email addresses for Doug, Ping, and Teddy can be granted access to the shared drive.</li> </ul>

### Treasurer's Report, Tia Wright

DISCUSSION:	<ul style="list-style-type: none"> <li>• Tia noted that February monthly reports are completed.</li> <li>• Tia shared that the 2022 audit has been delayed- Molly (Lead Auditor) was out and is now catching up. Tia and Charles discussed strategies to resolve an issue related to prior pension plan information so the audit can be finalized.</li> <li>• Audit must be approved by April 30<sup>th</sup>, if further delays risk this deadline, we will ask for an extension.</li> <li>• Tia noted that Rochelle needs to move on (has been supporting for approximately 6 months), and this work should transition to Kathy, with routine monitoring and Tia available to help both on-site and via upcoming remote access to QuickBooks. The Board discussed current processes, approvals and dual signature scenarios, and best practices related to AP based on CLD&amp;J's size and type of business.</li> <li>• The Board discussed the likelihood that an RFP for a new auditor will be developed later this year for services moving forward.</li> <li>• Tia asked Charles to investigate current accounting practices used by similar types of libraries- budgetary basis vs. generally accepted accounting principles (GAAP).</li> </ul>
ACTION ITEMS:	<ul style="list-style-type: none"> <li>• Tia and Charles to finalize plan to document and account for prior pension plan changes so the 2022 audit can be completed.</li> <li>• Tia to circulate the finalized 2022 audit via email and plan for Board approval during the April meeting.</li> <li>• Upon completion of Audit, Tia will request updated documentation of process narrative to ensure audit processes and best practices are catalogued.</li> </ul>

### Director's Report, Charles Diede

DISCUSSION:	<ul style="list-style-type: none"> <li>• Executive Director's monthly report distributed by Charles via email this week. The Board discussed the following items in detail:</li> </ul> <p><u>Outstanding Grant Application</u></p> <ul style="list-style-type: none"> <li>• Board discussed a State Municipal grant first applied for in 2018 to partially fund a walkway exiting the back of the property to connect with the Town of DeWitt greenspace. Action has been deferred due to Library staffing changes and COVID pandemic, plus, plans for Town of DeWitt trail system have not yet been finalized, making the proposed Library walkway "a path to nowhere" with unresolved questions related to a National Grid right-of-way and whether the Town will ever take action on the trail development.</li> <li>• Doug asked whether the grant could be transitioned to a different initiative, specifically, an electric vehicle charging station in the parking lot. Charles noted this is not possible, however, the Library Construction Aid fund could support that initiative up to 75% of project cost. If the Town of DeWitt, philanthropy, or another grant is identified to cover the remaining 25%, the Board can discuss whether to pursue.</li> </ul> <p><u>Board Training</u></p> <ul style="list-style-type: none"> <li>• Trustee Orientation is scheduled for Thursday, March 23<sup>rd</sup> at 5:30pm. The training will be in-person at the Library. Dan and Teddy are required to attend, others are welcome and the activity will count as 1.0 hours of required annual Board continuing education.</li> <li>• Annual continuing education requirement for all Board members is 2.0 hours.</li> </ul> <p><u>Fund Raising</u></p> <ul style="list-style-type: none"> <li>• Annual drive now closed; total funds donated approximately \$14,500</li> <li>• Charles shared a nice story of a youth group who raised funds and will be featured on the Library social media pages shortly</li> <li>• Charles shared that there have been ongoing issues with PayPal platform based on how the account is structured, there are a small amount of donated funds currently inaccessible due to the issue, hopes for resolution soon. Tia suggested moving to a bank-based platform like Zelle to streamline the process.</li> </ul>
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	<p><u>Facilities</u></p> <ul style="list-style-type: none"> <li>• Charles noted that the front door continues to have locking issues, to the point that a supplemental “bike” lock was purchased to secure the building off-hours. Doug offered to help with identifying additional service vendors to help resolve the issue since the existing vendor has not been available as quickly as Charles would prefer.</li> <li>• Pasco (building controls vendor) has offered a service contract for approximately \$3,400/annually. Based on the needs over the past year, the contract would likely be valuable, and Charles plans to incorporate this into the next budget.</li> <li>• Charles is working with the landscaping provider to update the mulching strategy to reduce the amount of material run off we have experienced in past seasons.</li> </ul> <p><u>Operating Hours</u></p> <ul style="list-style-type: none"> <li>• Based on volume statistics compiled by staff and shared by Charles, the Board discussed a trial of shifting hours on Monday through Friday one hour earlier, resulting in the Library being open from 9:00am – 8:00pm (instead of current 10:00am – 9:00pm).</li> <li>• Board discussion revealed that extending to 12 hours open/day (rather than shifting hours) would increase costs approximately \$15,000/year.</li> <li>• Board supported the shifting of weekday operating hours this summer one-hour earlier for opening and closing, with ongoing collection of traffic statistics and a future update from Charles.</li> </ul> <p><u>Document Retention</u></p> <ul style="list-style-type: none"> <li>• Charles shared that is has been the practice of Library staff to retain and store almost every piece of financial/business paperwork created in the course of normal business, and they are running out of space. The Board discussed document retention practices for financial information such as tax returns, audits, and other documents. Tia offered to review in more detail in-person with staff and develop a process.</li> </ul>
ACTION ITEMS:	<ul style="list-style-type: none"> <li>• Charles will withdraw the grant application.</li> <li>• Dan and Teddy will join Charles for Trustee Orientation next Thursday, other Board members are welcome but not required to attend.</li> <li>• Charles to re-send OCPL contact information (“Amanda”) for any annual training questions the Board may have.</li> <li>• Charles will explore whether the Library’s banking institution uses Zelle for fund raising and what steps would be required to set-up.</li> <li>• Charles will discuss changing he operating hours with staff and report back in April.</li> <li>• Tia will review current financial document retention practices with staff.</li> </ul>

*Doug Arena left at 6:35pm*

**Committee Reports**

DISCUSSION:	None
ACTION ITEMS:	None

**New Business**

DISCUSSION:	<ul style="list-style-type: none"> <li>• Draft Annual NYS Library Survey distributed by Charles via email this week.</li> <li>• Charles reviewed the background, process, and survey highlights with the Board.</li> <li>• Motion to approve by James, seconded by Cathryn.</li> </ul>
ACTION ITEMS:	Motion approved 10-0.

**Old Business**

DISCUSSION:	None
ACTION ITEMS:	None

**Announcements**

DISCUSSION:	None
ACTION ITEMS:	None

**Adjournment**

DISCUSSION:	Motion to adjourn by Tia, seconded by Robin.
ACTION ITEMS	Motion approved 10-0, meeting adjourned at 6:41pm.
Next Meeting	Thursday, April 20 <sup>th</sup> at 5:30pm.