

Board of Trustees
 Meeting Minutes
 21 March 2024

Present: Dan Malay, Katie Centolella, Max Ruckdeschel, Karin Beickert, Ben Clardy, Leanne Werbeck, Teddy Lewandowski

Not Present: Robin Young, Amy McDonald, Melinda Dermody, Lisa Moore, Tia Wright, Cathryn McVeary

Also Present: Charles Diede

Call to Order

ACTION ITEMS:	Katie called the meeting to order at 5:02pm.
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Audit Presentation, FustCharles

DISCUSSION:	<ul style="list-style-type: none"> • The audit is substantially complete, draft statements and a summary were distributed • Robert Smith and Jason Coleman from FustCharles presented on audit procedures, findings and next steps • Finance & Executive Committees will follow-up with Charles regarding recommendations for back-up procedures and oversight policies
ACTION ITEMS:	Approval deferred as no quorum was present

Approval of Minutes from February 2024 Board meeting

DISCUSSION:	Draft minutes distributed in advance for review
ACTION ITEMS:	Approval deferred as no quorum was present

President’s Report, Katie Centolella

DISCUSSION:	<ul style="list-style-type: none"> • Katie highlighted successful effort with Community Bank to increase our savings interest rates • The group discussed compiling an initial list of anticipated facilities capital spending needs in the next 5-10 years. As the building ages, we will need to strategically plan and budget for maintenance and upgrades (i.e. HVAC, security/IT systems, parking lot maintenance, etc). Charles has already begun to brainstorm the major “buckets” of capital projects.
ACTION ITEMS:	<ul style="list-style-type: none"> • The Facilities Committee will begin to draft a document outlining systems and facility components, their age, life expectancy, and estimated upgrade/replacement costs for discussion.

Teddy arrived at 5:35pm

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"> ○ All Trustees completed 2023 required training ○ The Library received a \$10,000 grant from Sen. Mannion, for which we are grateful! The staff is considering thoughtful allocation of the grant dollars, focusing on patron feedback related to programming materials ○ Solar Eclipse Events, including distribution of glasses, are being planned for April 8th
ACTION ITEMS:	None

New Business

DISCUSSION:	<ul style="list-style-type: none"> • Katie will query the group for an additional Board meeting within the next week to discuss and consider approval of the following items: <ul style="list-style-type: none"> ○ February Board minutes ○ Audit ○ NYS Library Report ○ Confirmation of the abandonment of Robin Young's seat and replacement options
ACTION ITEMS:	As noted in discussion, Board will convene a special session next week

Dan left at 5:45pm

Old Business

DISCUSSION:	None
ACTION ITEMS:	None

Announcements

DISCUSSION:	New Trustee Orientation?
ACTION ITEMS:	None

Adjournment

DISCUSSION:	None
ACTION ITEMS	<ul style="list-style-type: none"> • Motion to adjourn by xxx, seconded by xxx. • Motion approved unanimously by those present, meeting adjourned at xxxpm
Next Meeting	Next Meeting: TBD, anticipated within 1 week Next Regular Meeting: Thursday, April 18th at 5:30pm

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

- New Trustee Orientation at the Library: TBD and scheduled in ~April 2024
- 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