

Board of Trustees
 Meeting Minutes
 26 March 2024

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

Not Present: Robin Young

Call to Order

ACTION ITEMS:	This meeting was held at the DeWitt Town Hall due to the late start time Katie called the meeting to order at 7:58pm
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Discussion / Approval of Audit

DISCUSSION:	<ul style="list-style-type: none"> Draft audit distributed in advance for review and reviewed during Board meeting last week
ACTION ITEMS:	<ul style="list-style-type: none"> Motion to approve by Leanne, seconded by Ben Motion approved unanimously by those present

Discussion / Approval of NYS Report

DISCUSSION:	<ul style="list-style-type: none"> Draft report distributed in advance for review
ACTION ITEMS:	<ul style="list-style-type: none"> Motion to approve by Melinda, seconded by Lisa Motion approved unanimously by those present

Cathryn and Teddy arrived at approximately 8:06pm!

Discussion / Approval to confirm a vacated seat

DISCUSSION:	<ul style="list-style-type: none"> Robin Young has been unable to participate in Board activities or attend meetings over the past year. The seat will be considered abandoned, and a new individual can be identified to complete the remainder of the term. Additionally, there is one other seat available. We believe the term runs through January 2025 or January 2026
ACTION ITEMS:	<ul style="list-style-type: none"> Max to confirm term end date Motion to approve by Max, seconded by Melinda Motion approved unanimously by those present

New Business

DISCUSSION:	<ul style="list-style-type: none"> Tia noted that transition to Quickbooks Online is possible after April 18th. We'll plan to transition after Charles and Tia return from planned days OOO in April to ensure a smooth transition and full support availability.
ACTION ITEMS:	<ul style="list-style-type: none"> Charles and Tia will coordinate the exact transition date, anticipated in late April

Discussion / Approval of Minutes from February 2024 Board meeting

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

DISCUSSION:	None
ACTION ITEMS	<ul style="list-style-type: none"> • Motion to adjourn by Ben, seconded by Tia • Motion approved unanimously by those present, meeting adjourned at 8:15pm
Next 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