

Board of Trustees
Meeting Minutes
16 May 2024

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

Not Present: Tia Wright, Cathryn McVearry

Also Present: Charles Diede, Angela Desantis

Call to Order

ACTION ITEMS:	Katie called the meeting to order at 5:31pm.
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Approval of Minutes: Board Meetings on March 21st, March 26th, April 18th

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

President’s Report, Katie Centolella

DISCUSSION:	<ul style="list-style-type: none"> • Max introduced Angela Desantis, a community member who may be interested in filling one of the vacant Board positions • Katie and Charles attended the last JD Schools Board of Education meeting to advocate for the Library budget proposition. Voting is next Tuesday, May 21st. • In Tia’s absence, Katie reported that we are finalizing April financials, and will plan to present and vote on April and May financials at the next meeting
ACTION ITEMS:	<ul style="list-style-type: none"> • Katie will engage the Facilities Committee to being the capital planning process

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"> ○ An Assistant Director has resigned, the process to replace them will commence ○ 990 has been filed and thus the primary 2023 financial documents: Annual Report, Audit, and 990 are now complete ○ Conversion to QuickBooks is scheduled for May 23rd, pending confirmation with vendor ○ As recommended in the most recent audit, a backup payroll process is now in place ○ The library recently responded to a last-minute funding request from a state legislator, focusing on facility needs ○ Facilities: Children’s Area leak ongoing, security cameras are back online with the exception of 2-3 that have chronically problematic ○ Multiple upcoming Community tabling events, including: DeWitt Farmer’s Market, Summer Concert service and Rotary Club Community Day ○ Electric Vehicle chargers have arrived, Town of DeWitt will coordinate installation, planning for late summer ○ Circulation numbers remain strong
ACTION ITEMS:	<ul style="list-style-type: none"> • None

Lisa arrived at 5:49, during the Directors Report.

Dan left the meeting at 5:50pm, during the Directors report.

Committee Reports

DISCUSSION:	<ul style="list-style-type: none"> Karin's spouse has joined the Facilities Committee
ACTION ITEMS:	<ul style="list-style-type: none"> None

Announcements

DISCUSSION:	<ul style="list-style-type: none"> None
ACTION ITEMS:	<ul style="list-style-type: none"> July Board meeting TBD at June meeting

Board entered Executive Session at 6:06pm to discuss personnel matters. No action was taken.

Adjournment

Next Meeting	Next Regular Meeting: Thursday, June 20 th at 5:30pm
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Board Training Opportunities (Annual requirement = 2 hours, 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