

Community Library of DeWitt & Jamesville November 17th Board Minutes

Present: Melinda Dermody, Barbara MacDonald, Tia Wright, Max Ruckdeschel, Silvia Macor, Lisa Moore
Doug Arena, Ping Cong(arrived 5:54)

Also Present: Charles Diede

Not Present: Katie Centolella Meriel Stokoe, Jill Enright, Robin Young, James Trevvett, Cathryn McVearry

Meeting called to order: 5:40

Presidents Report – none

Treasurers Report – Tia

The financials have the adjustments booked. The P/L were forgiven the penalty and booked it in May but should have hit in June.

The second credit card is still showing \$500. Investigating if this was double booked or coded incorrectly.

Executive Director: Charles

2023 Budget is available for review before the December meeting. The assistant directors are involved in the budget. Strategic plan is complete. Need review by James. 640 replies for the planning outreach. 30 main areas. Looked at the top 6 and reviewed with the managers in conjunction with the budget development and the revamp of the Hive. Will get it down to 3-5 items. Key item is bus route.

Ping Arrived.

Can we get another conversation regarding Centro?. Max – it would be of value to let them know that we are interested. Bookkeeper is taking QuickBooks certification course. I attended NYLA in early November. It was a great conference. Working on disseminating it to the staff. Will se

Holiday party planning. December 9th at 6PM to 7:30.

Launched the annual fundraising campaign. Phase one: business and organizations. Phase two: catchment area, Phase three: Facebook fundraiser.

Facilities – The sign is mounted. The patio door closer has an issue. It is \$900 to fix.

Moved the reference station into the stacks and there are more readers' advisory questions.

Patron Feedback

- Bike rack request – we have one
- 3D printer very popular
- Jack lantern project was popular
- Bare bones Trombone event was popular

- Do you have an anatomical eye ball in the discovery to go system? We don't. We have a brain and a torso
- Auto renewal is popular offering. If there isn't a hold on the item, it auto renews.

Approval of October Minutes

Motion made Silvia by and seconded by Max

All present approved.

Motion to approve the May financials

Motion made Lisa and seconded by Silvia

All present approved.

New Business – Holiday calendar adjusted last year for Juneteenth. Christmas Eve and Christmas are holidays for the staff. This year, the staff that would have needed to worked (be scheduled) on Saturday get it off but those that aren't scheduled get a comp day.

Motion to approve the 2023 holiday schedule that includes the closure of the library on the federal holidays, the three day weekend of Labor Day, the three day weekend at Christmas, 5PM closures on the Wednesday before Thanksgiving and New Year's Eve.

Motion made by Doug and Tia seconded.

All present approved.

Old business: Where did we leave off for the background checks? We are set for the financial role. We are getting costing for patron facing roles.

Board Terms: Ping's term is up but she is eligible for a second five year term.

Recommendation is to get three new people in February. We lose four people at the end of 2023. Barb, Doug, James, and Jill.

We should have a new VP.

Charles has been nominated to be the vice-chair of the Onondaga County Suburban Library Association.

Motion to adjourn made by Doug and Lisa Seconded

Meeting adjourned at 6:33.

Minutes for this meeting will be approved at the December 2022 Meeting.

