

*Greenwood Lake Public Library  
Board of Trustee  
Meeting Minutes  
7/18/19*

**Trustees Present**

Vicky Sarine, V.P.  
Lisa Neyman, Secretary  
Cathy DelBianco, Finance Officer  
Laura Ronayne  
Brett Algera

**Staff Present**

Jill Cronin, Director  
Sandy Newman, Treasurer

**Guest**

Mike McGovern, LAN Associates

Laura Ronayne opened the meeting at 7:35 PM in the library's young adult room.

Mike McGovern of LAN Associates (the engineering firm for the library's interior renovation project) presented LAN's Report and Schematic Design for interior renovations and evaluation of existing HVAC and electrical systems, with estimated costs.

**Vice President, Vicky Sarine, opened the Re-organizational Meeting at 8:25 PM.**

**Nominations of Officer Ships**

Laura Ronayne nominated Vicky Sarine for the office of President. Seconded by Lisa Neyman. Vicky Sarine nominated Laura Ronayne for the office of Vice President. Seconded by Lisa Neyman.

Lisa Neyman nominated Brett Algera for the office of Secretary. Seconded by Cathy DelBianco. Cathy DelBianco holds the office of Finance Officer through 6/3020.

Presiding Secretary, Lisa Neyman, cast her vote for this slate of nominations, affirming them. Seconded by Cathy DelBianco; carried.

**Committee Chairs**

Newly appointed President, Vicky Sarine, appointed the following Chairpersons:

Cathy DelBianco	Audit & Finance Committee
Vicky Sarine	Human Resources/By-Laws Committee
Lisa Neyman	Property Committee
Brett Algera	Legislative/Grant Committee
Lisa Neyman	Capital Project Committee

It was agreed that each Committee will consist of the Committee Chair, Jill Cronin (Director) and Sandy Newman (Treasurer).

**Assignment of Outside Professionals**

Brett Algera made a *motion* to accept the following list of assignments. Seconded by Laura Ronayne; carried:

Independent Auditor	Nugent & Haeussler, P.C.
Bank	Sterling National
Computer Consultant	The Computer Guy
HVAC/Elec./Plumbing	Ed Schradin & Son
Fire Inspector	*provided by the School District
Attorney	Kevin Preston, Esq.
Insurance Agency	Seely & Durland, Inc.
Alarm System	Hidden Security Systems
Phones	VoiceCom
Security Cameras	To be determined

**Finance Designations**

Cathy DelBianco made the following assignments:

Check Signing	Brett Algera
	Vicky Sarine
Purchase Orders	Jill Cronin
Invoices	Susanne Trazino
Alternate	Cathy DelBianco

**Newly elected President, Vicky Sarine, opened the regular business meeting at 8:36 PM**

**Previous Minutes**

Brett Algera made a *motion* to accept the May, 2019 minutes as presented. Seconded by Laura Ronayne; carried

**Director's Report**

Report attached.

The Board concurred with the Director's By-Law/Policy interpretation that the Library cannot host the "Bernie Sander's Phone Bank".

The Board entered *Executive Session* at 8:55 PM to discuss the personnel reviews of one Custodian, one Library Clerk and one Library Assistant. Regular session resumed at 9 PM.

**Human Resource/By-Laws Committee**

Brett Algera made the following *motions*:

1. To accept the personnel review of part time custodian, Alan Nelson, granting his budgeted salary increase, effective 9/29/19. Seconded by Laura Ronayne; carried.
2. To table the personnel review of part time Library Clerk, Lisa Franke, but grant her budgeted salary increase, effective 9/13/19. Seconded by Lisa Neyman; carried.

3. To table the personnel review of full time Library Assistant Children's, Kristin Rohlfs, but grant her permanent status upon the completion of her probationary period on 9/17/19, as well as her budgeted salary increase. Seconded by Laura Ronayne; carried.

**Legislative/Grant Committee**

Jill Cronin reported that the Library received the final check for the Roof Renovation/Pavers project, in the amount of \$4,319.00 closing out this grant.

Lisa Neyman made a *motion* to adopt the following "Resolution for Grant 2019-2022". Seconded by Cathy DelBianco; carried.

"The Grant application and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law 273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations 90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Greenwood Lake Public Library."

**Audit & Finance Committee**

Cathy DelBianco made the following *motions*:

**2018/2019 fiscal year**

1. To accept the May, 2019 financial statements as presented. Seconded by Laura Ronayne; carried.
2. To accept the Internal Claims Auditor reports for 5/29, 6/12 and 6/27. Seconded by Lisa Neyman; carried.
3. To increase the following line items to reflect restricted revenue received in May and June. Seconded by Laura Ronayne; carried.
  - a. Adult Programs \$143.00
  - b. YA Programs \$223.00
4. To transfer the balance in Fund Balance Restricted to the appropriate line items. Seconded by Brett Alger; carried.
  - a. YA Programs \$285.00
  - b. Adult Programs \$475.00
5. To transfer \$100.00 from Miscellaneous Expense to Membership Dues Expense to cover the balance at year end. Seconded by Laura Ronayne; carried.
6. To increase Renovation Phase I Expense by \$4,830.00 to reflect expenses through 6/30/19. Seconded by Lisa Neyman; carried.
7. To transfer \$50,000 from Fund Balance Unreserved to Capital Reserve Fund Balance for Phase 1 renovations. Seconded by Lisa Neyman; carried.

**2019/2020 fiscal year**

1. To accept the Claims Auditor Report for 7/10/19. Seconded by Laura Ronayne; carried.

2. To transfer \$100,000 from the Sterling Investment Account to the Sterling Payroll Account. Seconded by Lisa Neyman; carried.
  - o The Board executed new signature cards for the Operating Account, Payroll Account and Investment Account, reflecting change in Trustees.
  - o The annual fiscal audit conducted by Nugent & Haeussler, P.C. will be August 26-28<sup>th</sup>.

**Capital Project Committee**

The Board entered *executive session at 9:55 PM* to discuss the presentation and proposal by Mike McGovern at the opening of this meeting. Regular meeting resumed at 10:10 PM.

Lisa Neyman made a *motion* to accept LAN Associates' proposal pending revisions from the upcoming Committee meeting on July 31<sup>st</sup> at 9AM at the library. Seconded by Cathy DelBianco; carried.

The next meeting of the Board of Trustees will be Thursday, September 26, 2019 at 7:30 PM in the library.

Meeting adjourned at 10:15 PM.

:sjn  
7/20/19

**Greenwood Lake Public Library**  
**Board of Trustees**  
**Meeting Minutes**  
September 26, 2019  
**\*\*amended 10/29/19\*\***

**Trustees Present**

Vicky Sarine, President  
Laura Ronayne, V.P.  
Brett Algera, Secretary  
Cathy DelBianco, Financial Officer  
Lisa Neyman

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Vicky Sarine opened the meeting at 7:45 PM in the library program room.

**Previous Minutes**

Brett Algera made a *motion* to accept the July 2019 meeting minutes. Seconded by Laura Ronayne; carried.

**Directors' Report:**

Report attached. Additional items include:

Cathy DelBianco made a *motion* to accept the 2020 holiday closing schedule. Seconded by Brett Algera; carried.

**Capital Project/Renovation Committee:** (notes contained in Director's Report)

Lisa Neyman, Chairperson, presented the following resolution, which was seconded by Cathy DelBianco and carried by a vote of 5-0:

“The grant application and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Greenwood Lake Library.”

Lisa Neyman presented the attached SEQRA resolution, naming the Greenwood Lake Public Library as lead agency and declaring the project as a Type II action. This resolution was seconded by Laura Ronayne and carried by a vote of 5-0.

Lisa asked for clarification as to whether Orange & Rockland Utilities or our contractor will be responsible for burying any exterior electrical lines.

The Board entered *executive session* at 8:23 PM to discuss the personnel reviews of one part time Clerk and one full time Library Assistant (Children's), as well as the resignation of one full

time Clerk, and the need for an interim appointment in light of the Property Superintendent's Paid Family Leave. Regular meeting resumed at 9:02 PM.

**Human Resource Committee**

Brett Algera made the following *motions*:

- 1) To accept the personnel review of part time Clerk, Lisa Franke. Seconded by Cathy DelBianco; carried.
- 2) To accept the personnel review of Library Assistant, Kristin Rohlfs. Seconded by Cathy DelBianco; carried.
- 3) To accept the resignation of full time Clerk, Kelly Bender, effective October 5, 2019. Seconded by Lisa Neyman; carried.
- 4) To appoint Alexander Nicholas as part time interim Property Superintendent at a rate of \$20/hr. for a work week not to exceed 20 hours, effective 10/1/19. Term of interim appointment to coincide with Paid Family Leave term of current Property Superintendent.

Laura Ronayne made the *motion* that the Library contribute ½ the cost of Jill Cronin's continuing education class in Human Resources and Public Library Administration. Seconded by Cathy DelBianco; carried.

**Audit & Finance Committee**

Cathy DelBianco made the following *motions*:

- 1) To accept the financial statements for June, July and August, 2019. Seconded by Laura Ronayne; carried.
- 2) To transfer \$100,000 from the Sterling Investment Account to the Sterling Operating Account. Seconded by Lisa Neyman; carried.
- 3) To transfer \$100,000 from the Sterling Investment Account to the Sterling Payroll Account. Seconded by Laura Ronayne; carried.
- 4) To increase the following Budget Line Items to reflect restricted revenue received in July and August. Seconded by Brett Algera; carried.

Books Expense	\$ 20.00
Adult Programs Expense	\$200.00
YA Programs Expense	\$159.11
- 5) To accept the Internal Claims Auditor notes for 7/19/19, 8/7/19, 8/22/19, 9/4/19 and 9/17/19. Seconded by Brett Algera; carried.
- 6) To transfer \$415.00 from Family Fun Pass Expense to Membership Dues Expense at 6/30/19 to cover year-end adjustments. Seconded by Laura Ronayne; carried.
- 7) To close the Capital Reserve Fund due to the completion of the Roof Renovation/Paver project as of 6/30/19. Seconded by Laura Ronayne; carried.
- 8) To re-establish the Capital Reserve Fund at 7/1/19 in the amount of \$454,186.25 for future projects, including but not limited to, the upgrade of the Library's HVAC and

- electrical systems, IT systems and the interior renovation of the Library. Seconded by Lisa Neyman; carried.
- 9) To transfer \$155,000.00 from Unexpended Fund Balance to Capital Reserve Fund Balance to reflect necessary funds for the submission of the next grant cycle for Phase I of our Upgrade/Interior Renovation project. Seconded by Brett Algera; carried.

**New Business**

Laura Ronayne made a *motion* to accept the 6/30/19 record retention/destruction schedule. Seconded by Lisa Neyman; carried.

The Board reviewed a letter received from Senator Jen Metzger (attached).

The next meeting of the Board of Trustees will be Tuesday, October 29, 2019 at 7:30 PM in the Library.

Meeting adjourned at 9:12 PM.

:sjn  
9/27/19

**Greenwood Lake Public Library**  
**Board of Trustees**  
**Meeting Minutes**  
October 29, 2019

**Trustees Present**

Vicky Sarine, Pres.  
Cathy DelBianco, Financial Officer  
Brett Algera, Secretary  
Lisa Neyman

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Vicky Sarine opened the meeting at 7:40 PM in the library program room. Trustee Laura Ronayne was excused due to illness.

**Guests**

Mike McGovern and Bill from LAN Associates reported that:

- The expedited project review is underway with approval expected no later than 11/30/19.
- Once approval is received we will have to respond to the review and prepare to begin the bid process.
- The asbestos remediation will be bid separately.
- The IT equipment and installation will also be separate, but is anticipated to come in under \$30,000 and will not require the bidding process.
- The electrical panels will be combined resulting in one service and one meter.
- We will require a pad mounted transformer and a new utility pole to properly upgrade the service. Bill will coordinate this with O & R, from whom we will be purchasing the transformer and pole.
- New A/C units are not required at this time, but replacement should be considered for the near future.

Regular business meeting resumed at 8:15 PM.

**Previous Minutes**

Brett Algera made the following *motions*:

1. To amend the September minutes to reflect that Trustee, Lisa Neyman was in attendance. Seconded by Cathy DelBianco; carried.
2. To accept the amended September, 2019 meeting minutes. Seconded by Lisa Neyman; carried.

**Director's Report**

Report attached. Additional item(s) include:

The Board unanimously approved the Library close on Thursday, January 9, 2020 for staff 1<sup>st</sup> Aid/CPR recertification training, followed by a staff meeting.

The Board entered *executive session* at 8:48 PM to discuss the personnel reviews of 2 part time clerks and the internal claims auditor, as well as one interim appointment and two circulation appointments. Regular meeting resumed by 8:57 PM.



**Human Resource Committee**

Lisa Neyman made the following *motions* for the Committee Chair, Vicky Sarine:

1. To accept the annual personnel review of part time circulation clerk, Patricia Donovan, granting her budgeted salary increase, effective 11/16/19. Seconded by Cathy DelBianco; carried.
2. To accept the annual personnel review of part time circulation clerk, Patricia Nolan, granting her budgeted salary increase, effective 11/14/19.
3. To accept the appointment of Dody Nicholas as a full time circulation clerk from the Eligible List, at \$13.80/hour, effective 10/7/19 for a 35.50 hour work week. 6 month probation applies. Seconded by Brett Algera; carried.
4. To accept the appointment of Aimee Morrow as a part time circulation clerk at a rate of \$12.80/hour, effective 10/27/19. One year probation applies. Seconded by Brett Algera; carried.

*Tabled until the November meeting:*

The personnel review of the Internal Claims Auditor

Discussion of the Interim Property Superintendent appointment

**Audit & Finance Committee**

Report attached. Cathy DelBianco made the following *motions*:

1. To accept the September 2019 financial statements as presented. Seconded by Lisa Neyman; carried.
2. To transfer \$100,000 from the Sterling Investment Account to the Sterling Operating Account. Seconded by Brett Algera; carried.
3. To accept the Internal Claims Auditor reports for 10/2/19 and 10/16/19. Seconded by Lisa Neyman; carried.
4. To increase the YA Program Budget by \$164.00 to reflect restricted revenue earned in September, 2019. Seconded by Brett Algera; carried.
5. To increase the Renovation Phase I Budget by \$82,630.00 to reflect expenditures to date. Seconded by Lisa Neyman; carried.
6. To accept the 6/30/19 independent audit report, prepared by Nugent & Haeussler. Seconded by Lisa Neyman; carried.
7. To accept the Annual Update Document for the State of New York, prepared by Nugent & Haeussler. Seconded by Lisa Neyman; carried.
8. To accept the IRS 990 prepared by Nugent & Haeussler. Seconded by Brett Algera; carried.

**Old Business**

Cathy DelBianco made a *motion* to accept the RCLS 2020 Operating Budget as presented. Seconded by Brett Algera; carried.

The next meeting of the Board of Trustees will be Thursday, November 21, 2019 at 7:30 PM.

Meeting adjourned at 9:16 PM.

:sjn 10/30/19

**GREENWOOD LAKE BOARD OF TRUSTEES  
MEETING MINUTES**

January 23, 2020

**Trustees Present**

Vicky Sarine, Pres.  
Laura Ronayne, V.P.  
Brett Algera, Secretary  
Cathy DelBianco, Financial Officer  
Lisa Neyman

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Vicky Sarine opened the meeting at 7:48 PM in the library program room.

**Previous Minutes**

Brett Algera made a *motion* to accept the December, 2019 meeting minutes as presented. Seconded by Lisa Neyman; carried.

**Director's Report**

Report attached.

*The Board entered executive session at 8:05 PM to discuss the annual review of one part time Library Clerk, the resignations of one full time Senior Library Clerk and the Property Superintendent, and the proceedings of the Unemployment Hearing held this date.*

*Regular session resumed at 8:51 PM.*

**Human Resource/By-Laws Committee**

Cathy DelBianco made the following *motions* for the committee chair:

1. To accept the annual personnel review of Mary Sheeran, part time Library Clerk/Adult Services, approving her budgeted salary increase, effective 2/1/20. Seconded by Laura Ronayne; carried.
2. To accept the resignation of Jill Yannella, full time Senior Library Clerk/Computer Services, effective 11/22/19. Seconded by Lisa Neyman; carried.
3. To accept the resignation of Don Santarpia, Property Superintendent, effective 12/10/19. Seconded by Brett Algera; carried.
4. To appoint Alexander Nicholas to the part time position of Property Superintendent, effective 2/1/20 with a probationary period to end on 10/1/19 (his temporary hire date). Seconded by Lisa Neyman; carried.

**By-Laws Committee**

Cathy DelBianco made the following *motion* for the committee chair:

1. To accept the amendments proposed by the committee to the By-Laws Document, Policies Manual and Personnel Manual, as detailed in the attached. Seconded by Laura Ronayne; carried.

**Audit & Finance Committee**

Cathy DelBianco made the following *motions*:

2. To accept the financial statements for November and December 2019 as presented. Seconded by Lisa Neyman; carried.
3. To accept the Internal Claims Auditor reports for 11/26/19, 12/11/19, 12/27/19, 1/8/20 and 1/22/20. Seconded by Brett Algera; carried.
4. To increase the Phase I Renovations Budget line expense by \$3,080.50 to reflect expenditures per attached. Seconded by Brett Algera; carried.
5. To increase the following budget line items to reflect restricted revenue received in November and December, 2019:

#8832 YA Program Expense	\$162.50	YA Café proceeds
#8831 Adult Program Expense	\$116.00	Quilt Raffle proceeds

The Budget Committee will meet on Friday, February 7, 2020 at 1:30 PM in the library for preliminary evaluation of the proposed 2020-2021 operating budget.

**Renovation Committee**

Lisa Neyman and Jill Cronin brought the Board up to date on the YA room renovation and phase I of the infrastructure upgrades (to include electrical, HVAC and IT). Bids will be opened in a public meeting on February 11, 2020 at 2:00 pm.

The next meeting of the Board of Trustees will be Wednesday, February 26, 2020 at 7:30 PM in the Library.

Meeting adjourned at 9:59 PM.

:sjn  
1/24/20

**Greenwood Lake Public Library  
Board of Trustee  
Meeting Minutes**

**2/26/20**

**Trustees Present**

Vicky Sarine, President  
Cathy DelBianco, Financial Officer  
Brett Algera, Secretary  
Lisa Neyman

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Vicky Sarine opened the meeting at 7:40 PM in the Library program room. Laura Ronayne's absence was excused.

**Previous Minutes**

Brett Algera made a ***motion*** to accept the January minutes as presented. Seconded by Cathy DelBianco; carried.

On February 13, 2020, Laura Ronayne made a ***motion*** (via text message) that the Library close at noon on Saturday, February 15, 2020 to honor the passing of Jane Santarpia, long time Board of Trustee and dear friend. Seconded by Lisa Neyman; carried.

**Director's Report**

Report attached. Additional item:

Brett Algera made a ***motion*** to accept the Annual State Report for fiscal year ending 6/30/19. Seconded by Lisa Neyman; carried.

The Board entered ***executive session*** at 8:15 PM to discuss employee reviews, resignations and new hires. Regular session resumed at 8:36 PM.

**Human Resource Committee**

Report attached. Lisa Neyman made the following ***motions***:

1. To accept the personnel review of Principal Library Clerk, Doris Chu and approve her budgeted salary increase, effective 3/13/20. Seconded by Cathy DelBianco; carried.
2. To accept the resignation of part time Library Clerk, Pat Nolan, effective 3/26/20. Seconded by Brett Algera; carried.
3. To appoint Rachel Trusewicz to the position of part time Library Clerk, effective 3/16/20 at a rate of \$11.80/hr., with a 52 week probationary period. Seconded by Cathy DelBianco; carried.
4. To accept the appointment of part time Library Clerk (computers) Ann Elyse Barkley, effective 1/31/20 at a rate of \$11.80hr., with a 52 week probationary period. Seconded by Brett Algera; carried.

**By-Laws Committee**

Brett Algera made a *motion* to amend the Personnel Manual/Jury Duty Leave/#3 to allow compensation for Jury Duty, as per the attached. Seconded by Lisa Neyman; carried.

**Legislative/Grant**

Mary Sheeran, Adult Services, secured a \$500 grant from Arts Mid-Hudson toward the three part “East Coast Weave Along” program to run this spring.

**Audit & Finance Committee**

Report attached. Cathy DelBianco made the following *motions*:

1. To accept the January 2020 financial statements as presented. Seconded by Lisa Neyman; carried.
2. To increase the following budget expense lines to reflect restricted revenue received in January. Seconded by Brett Algera; carried
  - a. YA programs Expense \$139.00
  - b. Family Fun Passes \$ 50.00
  - c. Adult Programs \$836.00
3. To accept the Internal Claims Auditor reports for 2/7/20 and 2/19/20. Seconded by Lisa Neyman; carried.
4. To increase the Phase I Construction Budget line by \$3,680 to reflect expenses through 2/18/20. Seconded by Brett Algera; carried.
5. To remain within the NYS Tax Cap Levy allowance for the fiscal 2020/2021 Operating Budget. Seconded by Lisa Neyman; carried.

**Capital Projects Committee** (Renovation Phase I)

Lisa Neyman made the following *motions*:

1. To separate the asbestos abatement portion of the Phase I renovation project and immediately advertise for bids. Seconded by Brett Algera; carried.
2. To award the General Contractor bid for Phase I of the Library’s renovation project (without abatement) to the low bidder, Meridian Construction of Monroe, NY, pending attorney review. Seconded by Cathy DelBianco; carried.

The next meeting of the Board of Trustees will be Thursday, March 19, 2020 at 7:30 PM in the Library.

Meeting adjourned at 9:11 PM.

:sjn  
2/27/20

**Greenwood Lake Public Library**  
**Board of Trustees**  
**Meeting Minutes**

March 19, 2020  
Teleconference due to Covid-19

**Trustees Present**

Vicky Sarine, Pres.  
Laura Ronayne, V.P.  
Lisa Neyman  
Cathy DelBianco, Financial Officer

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Vicky Sarine opened the meeting at 7:36 PM. Brett Algera's absence is excused.

**Previous Minutes**

Cathy DelBianco made a motion to accept the February, 2020 meeting minutes as presented. Seconded by Laura Ronayne; carried.

**Director's Report**

Report attached.

**Renovation Committee**

Report attached. Additional items include:

1. Lisa Neyman made a motion to award the Asbestos Remediation project to low bidder, AMAX Contracting of Woodland Park, NJ at \$44,400.00 pending attorney review. Seconded by Cathy DelBianco; carried.

The Library will close for pre-demolition to facilitate the asbestos remediation, and through the remediation process. Additional closures will be handled on an as needed basis.

The Board entered *executive session* at 7:55 PM to discuss an employee review, granting of permanent status for one full time clerk and to review Emergency Closure policies. Regular session resumed at 8:39 PM.

**Human Resource/By-Laws Committee**

1. Laura Ronayne made a motion to amend the Personnel Policies, as follows:
  - a. Current Section VIII becomes Section IX "Transition of Current Employees to Civil Service Status:
  - b. New Section VIII – Library Closings: "If the Library closes because of extreme weather or other emergency conditions, employees scheduled to work will be credited with time as if worked. Previous times off requests super cede any credited time."

Seconded by Lisa Neyman; carried.

2. Laura Ronayne made a motion to table the annual personnel review of Library Manager/Director, Jill Cronin until the April, 2020 meeting. Her budgeted salary increase, however, is approved effective 4/6/20.
3. Cathy DelBianco made a motion to grant permanent status to Full Time Library Clerk, Dody Nicholas, effective 4/7/20. Seconded by Laura Ronayne; carried.
4. Lisa Neyman made a motion that the Library's staff will receive their regular pay for the mandated closing due to the COVID-19 virus. Seconded by Laura Ronayne; carried.
5. Lisa Neyman made a motion that the Library's staff will receive their regular pay for closing due to asbestos remediation. Seconded by Cathy DelBianco; carried.
6. Lisa Neyman made a motion that the Library pays for 50% of the course fee for the next installment of Jill Cronin's continuing education series through Westchester Library System. Seconded by Laura Ronayne; carried.

**Audit & Finance Committee**

Report attached. Cathy DelBianco made the following motions, seconded by Laura Ronayne and carried:

1. To accept the February 2020 financial statements as presented
2. To accept the Internal Claims Auditor reports from 3/3/20 and 3/17/20
3. To increase the YA Program Budget line by \$37.00 to reflect Café revenue from February
4. To transfer \$100,000 from the Sterling Investment Account to the Sterling Operating Account
5. To transfer \$100,000 from the Sterling Investment Account to the Sterling Payroll Account
6. To transfer \$75,000 from Fund Balance Unreserved to the Capital Reserve Fund Balance
7. To increase the Phase I Renovation Budget line by \$2,206.06 to reflect spending to date.
8. To deposit the Real Property Tax revenue check for the balance of the 2019/2020 levy in the Sterling Investment Account.
9. To accept the proposed 2020/2021 fiscal operating budget, as presented.

The next regular meeting of the Board of Trustees will be Thursday, April 23, 2020 at 7:30 PM. Location/mode to be determined depending on State guidelines for open meetings at that time.

Meeting adjourned at 9:00 PM.

:sjn  
3/20/20

**Greenwood Lake Public Library**  
**Board of Trustee**  
**Meeting Minutes**

April 23, 2020  
TELEMEETING

**Trustees Attending**

Vicky Sarine, President  
Laura Ronayne, V.P.  
Cathy DelBianco, Financial Officer  
Brett Algera, Secretary  
Lisa Neyman

**Staff Attending**

Jill Cronin, Director  
Sandra Newman, Treasurer

Vicky Sarine opened the meeting at 7:35 PM via teleconference, which was available for public attendance per the notification on the Greenwood Library website.

**Previous Minutes**

Brett Algera made a *motion* to accept the March, 2020 minutes as presented. Seconded by Cathy DelBianco; carried.

**Director's Report**

Report attached

**Human Resource Committee**

Cathy DelBianco made a *motion* to table the annual personnel review of Director, Jill Cronin, until the May, 2020 meeting. Seconded by Laura Ronayne; carried.

**Audit & Finance Committee**

Cathy DelBianco made the following *motions*:

1. To accept the March, 2020 financial statements as presented. Seconded by Laura Ronayne; carried.
2. To increase the Renovation Phase I Expense budget line by \$279.983 to reflect spending to date, as per the attached schedule. Seconded by Brett Algera; carried.
3. To increase the YA Program Expense budget by \$97.00 to reflect revenue received in March. Seconded by Laura Ronayne; carried.
4. To increase the Digitization Expense budget by \$5.00 to reflect revenue from the sale of vintage newspapers. Seconded by Laura Ronayne; carried.

**Renovation Committee**

Report attached. Lisa Neyman made the following *motions*:

1. To award the contract for asbestos abatement to low bidder AMAX Contracting, LLC. Seconded by Cathy DelBianco; carried.
2. To accept the proposals from Eisenbach & Ruhnke Engineering, P.C. for asbestos testing and monitoring services during the abatement process. Seconded by Laura Ronayne; carried.



3. **Motion** to approve the execution of the contracts for both Meridian Construction and AMAX Contracting. Seconded by Cathy DelBianco; carried.

**RESOLUTION:**

“The Board of Trustees hereby declares that the demolition/construction and asbestos abatement for the Youth Study Room Renovation NYSED (project #44-21-11-02-6-008-005) is an “essential” construction project, as that term is used in Governor Cuomo’s Executive Order 202.6 and in subsequent guidance regarding that order.

Essential projects are those that have a connection to the health and safety a building’s occupants or that support the broader essential services that are required to fulfill the critical operations of government. By declaring this project essential, the Board finds that this project satisfies both purposes stated above because it is essential to the continued operation of the Library, and because the remediation of asbestos has a direct effect on the health and safety of the building’s occupants and public.”

Hereby adopted by a unanimous vote of the Board.

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4. **Motion** to approve the letter of advice that the project is moving forward as per NYS Executive order 202.6. Seconded by Brett Algera; carried.

**New Business**

Report attached. Brett Algera made the following **motions**:

1. To postpone the Greenwood Lake Public Library’s Annual Meeting Budget and Trustee vote until Thursday, June 18, 2020 from Noon-8 PM in the library, per NYS executive order 202.13. Seconded by Lisa Neyman; carried.
2. To reschedule the Annual Budget Hearing for Friday, June 6, 2020 from 1-3 PM. Seconded by Cathy DelBianco; carried.
3. To adjust the deadline for Petitions for Trustee to now be due on Monday, May 18, 2020. Seconded by Laura Ronayne; carried.

The next meeting of the Board of Trustees will be Thursday, May 21, 2020 at 7:30 PM via teleconference.

Meeting adjourned at 8:07 PM.

:sjn  
4/29/20

**Greenwood Lake Public Library**  
**Board of Trustees**  
**Meeting Minutes**

Teleconference  
May 21, 2020

**Trustees Present**

Vicky Sarine, President  
Laura Ronayne, V.P.  
Cathy DelBianco, Financial Officer  
Brett Algera, Secretary  
Lisa Neyman

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Vicky Sarine opened the meeting at 7:32 PM via teleconference, which was available for public attendance per the notification on the Greenwood Lake Library website.

**Previous Minutes**

Brett Algera made a *motion* to accept the April, 2020 minutes as presented. Seconded by Cathy DelBianco; carried.

**Director's Report**

Report attached. Additional items include:

1. Laura Ronayne made a *motion* to accept the staged re-opening plan for the library (attached), understanding that the suggested timelines may change contingent on New York State regulations. Seconded by Lisa Neyman; carried.

**Human Resource/By-Law Committee**

2. Lisa Neyman made a *motion* to table the personnel review of Director, Jill Cronin until the June 18, 2020 meeting. Seconded by Laura Ronayne; carried.
3. Brett Algera made a *motion* to add the "Temporary Safety Practices Policy" (attached) to our Policies Manual, Section I as the new Part B (moving subsequent sections below it in enumeration within the document). Seconded by Lisa Neyman; carried.

The newly drafted "Business Continuity Plan" will be presented at the June 18, 2020 meeting.

**Audit & Finance Committee**

Report attached. Cathy DelBianco made the following *motions*:

4. To accept the April 2020 financial statements as presented. Seconded by Laura Ronayne; carried.
5. To increase the Renovation Phase I expense line by \$17,890.92 to reflect spending for April and May, 2020. Seconded by Lisa Neyman; carried. (see attached detail)
6. To transfer \$100,000 from the Sterling Investment Account to the Sterling Payroll Account. Seconded by Brett Algera; carried.

**Renovation Committee**

See re-cap in Director's report.

- Two areas of what appear to be old mold damage were uncovered when the drop ceiling in the Youth Study Center was removed. Testing and remediation of the areas will be investigated tomorrow so renovation may continue.

**Old Business**

The annual Budget and Trustee Vote will take place by absentee ballot, in conjunction with the Greenwood Lake Union Free School District (combined mailing) on June 9, 2020. Details on guidelines for the actual opening and tallying of the votes on 6/9/20 have yet to be determined. Sandra Newman and Mary DePietro, School District Clerk, are coordinating this effort.

**New Business**

The Library received a donation from the Ludmerer Living Trust in memory of Jane Santarpia and designated for children's programs.

The next meeting of the Board of Trustees will be Thursday, June 18, 2020 at 7:30 PM either in person at the Library or via teleconference, depending on New York State guidelines at that date.

Meeting adjourned at 8:26 PM

:sjn  
5/22/20

**Greenwood Lake Public Library**  
**Board of Trustees**  
**Meeting Minutes**  
June 23, 2020

**Trustees Present**

Vicky Sarine, President  
Laura Ronayne, V.P.  
Cathy DelBianco, Financial Officer  
Brett Algera, Secretary  
Lisa Neyman

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Vicky Sarine opened the meeting at 7:45 PM in the library's program room.

**Previous Minutes**

Brett Algera made a *motion* to accept the May, 2020 meeting minutes as presented. Seconded by Lisa Neyman; carried.

**Director's Report**

Report attached.

The Board approved moving forward with LAN Associates to get cost proposals for Phase II the renovation project for this grant cycle.

The Board entered *executive session* at 8:17 PM to discuss the outcome of the unemployment appeal filed in December of 2019, as well as the annual personnel review of Library Director, Jill Cronin. Regular meeting resumed at 8:54 PM.

**Human Resource Committee**

Report attached.

Lisa Neyman made a *motion* to table the annual personnel review of Library Director, Jill Cronin until the July meeting. Seconded by Laura Ronayne; carried.

**Audit & Finance Committee**

Report attached.

Cathy DelBianco made the following *motions*:

1. To accept the May, 2020 financial statements as presented. Seconded by Laura Ronayne; carried.
2. To transfer \$300,000 from Sterling Investment Account to Sterling Operating Account. Seconded by Lisa Neyman; carried.
3. To establish Deferred Revenue Accounts for 6/30/20 as follows; seconded by Lisa Neyman; carried:
  - a. Adult Programming (program fees received for rescheduled events and grant income)
  - b. Children's Programming (for Santarpia memorial donations)
4. To increase the Renovation Phase 1 Budget Expense by \$105,930.33 to reflect spending through 6/18/20. Seconded by Laura Ronayne; carried.

5. To accept the Internal Claims Auditor report for 6/17/20. Seconded by Brett Algera; carried.
6. To transfer \$500 from the Audio Books Expense Budget to the Serials Expense Budget. Seconded by Brett Algera; carried.

Brett Algera announced that the results of the 6/16/20 Budget and Trustee vote (conducted by absentee ballot) were that the Library's fiscal 2020/2021 operating budget passed with 856 votes in favor and 206 against. Lisa Neyman was re-elected to a 5 year term with 912 votes.

The next meeting of the Board of Trustees will be the Re-Organizational Meeting on July 16, 2020 at 7:30 PM in the library, followed by a regular business meeting.

Meeting adjourned at 9:09 PM.

:sjn  
6/24/20