

**GREENWOOD LAKE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES**

May 20, 2021

Trustees Present

Vicky Sarine, President
Lisa Neyman, Finance Officer
Pat Nolan, Secretary
Kayla Andrews

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

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

Previous Minutes

Pat Nolan made a ***motion*** to accept the minutes of the April, 2021 meeting as presented. Seconded by Lisa Neyman; carried.

Director's Report

Report Attached.

Audit & Finance Committee

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

1. To accept the April, 2021 financial statements as presented. Seconded by Kayla Andrews; carried.
2. To increase the Renovation Phase I expense line by \$15,839.97 to reflect expenses to date. Seconded by Pat Nolan; carried.
3. To increase the Renovation Phase II expense line by \$5,017.98 to reflect expenses to date. Seconded by Kayla Andrews; carried.
4. To accept the Internal Claims Auditor reports for 4/21/21, 5/5/21 and 5/19/21. Seconded by Kayla Andrews; carried.
5. To transfer \$100,000 from the Sterling Investment Account to the Sterling Payroll Account. Seconded by Pat Nolan; carried.
6. To transfer \$100,000 from the Sterling Investment Account to the Sterling Operating Account. Seconded by Kayla Andrews; carried.

Annual Meeting Results

Election Inspector, Tom McNamara reported that a total of 40 voters cast ballots, as follows:

Proposition I (the budget)	38 yes	2 no
Proposition II (the appropriation)	40 yes	

Trustee Pat Nolan received 38 votes, securing her seat on the Board for a 5-year term
Trustee Kayla Andrews received 35 votes, securing her seat on the Board for a 5-year term.

Pat Nolan made a ***motion*** to accept the Budget and Trustee election results as presented. Seconded by Kayla Andrews; carried.

The Board entered ***executive session*** at 9:04 PM to discuss employee resignations and staff re-alignment. Regular session resumed at 9:36 PM.

Human Resource Committee

Report attached. Pat Nolan made the following ***motions***:

1. To accept the resignation of part time computer clerk, Ann Elyse Barkley, effective May 28, 2021. Seconded by Lisa Neyman; carried.
2. To accept the resignation of Library Assistant/Children's, Kristin Rohlf, effective August 14, 2021. Seconded by Lisa Neyman; carried.
3. To call for and canvass the Civil Service list of Eligibles for the position Library Assistant/Children's with a starting salary of no less than \$35,000/year for a 35 hour work-week. Seconded by Lisa Neyman; carried.

The next meeting of the Board of Trustees will be the re-organizational meeting, followed by a regular business meeting on Thursday, July 15, 2021 at 7:30 PM in the library.

Meeting adjourned at 9:37 PM

:sjn
5/21/21

Greenwood Lake Public Library
Board of Trustee
Meeting Minutes

April, 2021

Trustees Present

Vicky Sarine, President
Lisa Neyman, Finance Officer
Pat Nolan, Secretary
Kayla Andrews

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Vicky Sarine opened the meeting at 7:38 PM in the library program room.

Previous Minutes

Pat Nolan made a *motion* to accept the March, 2021 minutes as presented. Seconded by Lisa Neyman; carried.

Director's Report

Report attached.

Audit & Finance

Lisa Neyman made the following *motions*:

1. To accept the Internal Claims Auditor reports for 3/24/21 and 4/7/21. Seconded by Pat Nolan; carried.
2. To deposit the balance of the Property Tax Revenue check into the Sterling Investment Account. Seconded by Kayla Andrews; carried.

The Board entered *executive session* at 8:30 PM to present an annual personnel review. Regular meeting resumed at 8:48 PM.

Human Resource Committee

Patricia Nolan made the following *motions*:

1. To accept the resignation of part time clerk, Anthony Mirra, effective 4/10/21. Seconded by Kayla Andrews; carried.
2. To accept the annual personnel review of Library Director, Jill Cronin. Seconded by Kayla Andrews; carried.

Renovation Committee

Lisa Neyman made the *motion* to award Phase II of the Library's renovation project to the low base bidder, Meridian Construction Creations, Inc., pending attorney review. The three (3) add alternates will not be awarded at this time due to budget constraints. Seconded by Pat Nolan; carried.

Jill Cronin will be submitting paperwork for the final grant payment on Phase I of the renovation project by the end of the month.

Annual Meeting

Kayla Andrews made a ***motion*** to accept the rate of \$13.80 per hour for our election inspectors at the May 20, 2021 Budget and Trustee Vote. Seconded by Lisa Neyman; carried.

The next meeting of the Board of Trustees will be Thursday, May 20, 2021 at 7:30 PM in the library.

Meeting adjourned at 9:03 PM.

:sjn

4/19/21

Greenwood Lake Public Library
Board of Trustee
Meeting Minutes
March 23, 2021

Trustees Present

Vicky Sarine, President
Lisa Neyman, Finance Officer
Pat Nolan, Secretary
Kayla Andrews (via Zoom)

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

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

Pat Nolan made a *motion* to accept the resignation of appointed member, Kevin Donohue. Seconded by Lisa Neyman; carried.

Previous Minutes

Pat Nolan made a *motion* to accept the February 2021 meeting minutes. Seconded by Lisa Neyman; carried.

Director's Report

Report attached.

Lisa Neyman made a *motion* to accept the Annual Report for Public and Association Libraries for 2020 (aka the RCLS Annual Report). Seconded by Pat Nolan; carried.

The Board entered *executive session* at 8:07 pm to discuss the annual personnel review of the Library Director. Regular session resumed at 8:28 pm.

Human Resource Committee

Lisa Neyman made a *motion* to table Library Director, Jill Cronin's annual personnel review, while granting her budgeted salary increase, effective 4/6/21. Seconded by Kayla Andrews; carried.

Audit & Finance Committee

Report attached.

Lisa Neyman made the following *motions*, which were all seconded by Pat Nolan and carried:

1. To accept the February 2021 financial statements as presented.
2. To accept the Internal Claims Auditor report for 3/9/21.
3. To increase the Phase II Renovation budget by \$32,300.50 to reflect spending to date.
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 accept the proposed 2021-2022 fiscal operating budget in the amount of \$834,929.00, after increasing the Book Expense budget line by \$1,000 and decreasing the Appropriations line by \$965.00

The Annual Trustee and Budget Vote is scheduled to be in person at the library on May 20, 2021 from noon – 8 PM.

The next meeting of the Board of Trustees will be Thursday, April 15, 2021 at 7:30 PM in the library.

Meeting adjourned at 8:49 PM.

:sjn 3/24/21

Greenwood Lake Public Library
Board of Trustees
Meeting Minutes
2/25/21

Trustees Present

Vicky Sarine, President
Laura Ronayne, V.P.
Lisa Neyman, Finance Officer
Kayla Andrews
Patricia Nolan, Acting Secretary

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Guests

Kevin Donohue

Vicky Sarine opened the meeting at 7:38 PM in the library program room.

Previous Minutes

Pat Nolan made a *motion* to accept the January, 2021 meeting minutes as presented. Seconded by Laura Ronayne; carried.

Director's Report

Report attached. Additional items include:

- Lisa Neyman made a *motion* to accept Meridian Construction's proposal for relocation of the server in the amount of \$14,750.00 with an alternate add on for \$280.00 (see attached). This should complete our Phase I renovation project. Seconded by Pat Nolan; carried.
- Lisa Neyman made a *motion* to accept Meridian Construction's proposal for repair to the Youth Room's entrance ramp in the amount of \$6,200.00 to be expended from the 2020/2021 Repair and Maintenance Budget Expense line item. Seconded by Laura Ronayne; carried.
- Lisa Neyman made a *motion* that the Library begins re-opening to the public, effective the week of March 8th. Seconded by Pat Nolan; carried.

The Board entered *Executive Session* at 8:28 pm to discuss the personnel reviews of one Principal Library Clerk, one part time Library Clerk and the Property Superintendent. Regular meeting resumed at 8:32 pm.

Human Resource Committee

Report attached. Laura Ronayne made the following *motions*:

- To accept the annual personnel review of Doris Chu, Principal Library Clerk/Head of Circulation, granting her budgeted salary increase, effective 3/13/21. Seconded by Lisa Neyman; carried.
- To accept the annual personnel review of Rachel Trusewicz, part time Library Clerk, granting her permanent status along with her budgeted salary increase, effective 3/16/21. Seconded by Pat Nolan; carried.

- To accept the annual personnel review of Alexander Nicholas, Property Superintendent, granting his budgeted salary increase, effective 3/1/21. Seconded by Kayla Andrews; carried.

By-Laws Committee

Pat Nolan made a *motion* to accept the 5 year Plan of Service for 2022-2027 as presented. Seconded by Laura Ronayne; carried.

Consideration for adding paid holidays to the current policies tabled until after full operations have been restored; possibly next year.

The Board *Executive Session* at 9:04 pm to discuss the personnel section of the proposed 2021-2022 fiscal operating budget. Regular session resumed at 9:30 pm.

Audit & Finance Committee

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

- To accept the January 2021 financial statements as presented. Seconded by Pat Nolan; carried.
- To increase the Family Fun Pass budges expense line by \$200.00 to reflect donations received from Christina Taylor. Seconded by Kayla Andrews; carried.
- To accept the Internal Claims Auditor reports for 1/27/21, 2/10/21 and 2/24/21. Seconded by Laura Ronayne; carried.
- To increase the Renovation Phase II budget line by \$2,067.50 to reflect spending to date. Seconded by Laura Ronayne; carried.
- That the Greenwood Lake Public Library not exceed the allowable tax cap levy for fiscal year 7/1/21 to 6/30/22. Seconded by Pat Nolan; carried.

New Business

Annual Meeting/Budget & Trustee Vote:

- Lisa Neyman made a *motion* to appoint Sandra Newman as Election Chairperson for the 2021 Budget and Trustee Vote. Seconded by Laura Ronayne; carried.
- Pat Nolan made a *motion* to accept the schedule for the Annual Meeting procedures as presented. Seconded by Kayla Andrews; carried.

Trustees:

- With sadness and regret, Lisa Neyman made a *motion* to accept the resignation of long standing Board member, Laura Ronayne, who is retiring after 34 years of service. Seconded by Pat Nolan; carried.
- Pat Nolan made a *motion* to appoint Kevin Donohue to the seat opened by Laura's resignation, effective through 6/30/21. Seconded by Lisa Neyman; carried.

The next meeting of the Board of Trustees will be Tuesday, March 23, 2021 at 7:30 PM in the Library.

Meeting adjourned at 9:50 PM.

:sjn

2/26/21

Greenwood Lake Public Library
Board of Trustees
Meeting Minutes
January 21, 2021

Trustees Present

Vicky Sarine, President
Laura Ronayne, V.P.
Pat Nolan, Secretary
Lisa Neyman, Finance Officer

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Also in attendance:

Kayla Andrews of Greenwood Lake, NY

Vicky Sarine opened the meeting at 7:40 PM. Trustee Catherine DelBianco was not present.

Previous Minutes

Patricia Nolan made a *motion* to accept the November 2020 minutes as presented. Seconded by Lisa Neyman; carried.

Director's Report

Report attached. Additional items include:

- The Library's 2022-2027 Plan of Service was presented for review. Action is tabled until the February meeting.
- 1. Laura Ronayne made a *motion* to accept the 2020-2023 Technology Plan, amending Objective I to remove point 1), which is repeated in point 3). Seconded by Lisa Neyman; carried.

The Board entered *Executive Session* at 8:24 PM to discuss the annual personnel reviews of one Principal Library Clerk, two Part Time Library Clerks and the Treasurer. Regular session resumed at 8:32 PM.

HR/By-Laws Committee

Report attached. Patricia Nolan made the following *motions*:

2. To accept the annual personnel review of Principal Library Clerk, Christopher Wheeling. Seconded by Laura Ronayne; carried.
3. To accept the annual personnel review of part time Library Clerk, Ann Elyse Barkley. Seconded by Laura Ronayne; carried.
4. To accept the annual personnel review of Library Treasurer, Sandra Newman. Seconded by Laura Ronayne; carried.
5. To accept the annual personnel review of part time Library Clerk, Mary Sheeran, granting her budgeted salary increase, effective 2/1/21. Seconded by Lisa Neyman; carried.

Consideration for adding two additional paid holidays tabled until the February meeting.

Legislative/Grant Committee

The Library has received, and deposited the initial payment (90%) on Phase I of the renovation project. Jill Cronin is preparing the paperwork to remit completion and release final 10%.

Awaiting plans/specs from LAN Assoc. to begin the bid process on Phase II, (grant application already in with a 50% award).

New York State has not released the status of Construction Grant Funds for the next cycle.

Audit & Finance Committee

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

6. To accept the November and December 2020 financial statements as presented. Seconded by Laura Ronayne; carried.
7. To accept the Internal Claims Auditor report for 1/13/21. Seconded by Pat Nolan; carried.
8. To increase the Adult Program Budget by \$1,000 to reflect the Sarnoff and Raymond Foundation donation. Seconded by Laura Ronayne; carried.
9. To increase the Phase I Renovation Budget by \$95,782.90 to reflect expenses to date. Seconded by Pat Nolan; carried.
10. To increase the Phase II Renovation budget by \$4,315.00 to reflect expenses to date. Seconded by Laura Ronayne; carried.
11. To transfer \$100,000 from the Sterling Investment Account to the Sterling Operating Account. Seconded by Pat Nolan; carried.
12. To transfer \$100,000 from the Sterling Investment Account to the Sterling Payroll Account. Seconded by Laura Ronayne; carried.

The Budget Committee will meet on Tuesday, February 9, 2021 at 9 AM and on Friday, February 19, 2021 at 9 AM for preliminary review of the 2021-2022 operating budget.

New Business

13. Lisa Neyman, with regret, made a *motion* to accept Catherine DelBianco's letter of resignation from the Board of Trustees, effective immediately. Seconded by Laura Ronayne; carried.
14. Lisa Neyman made a *motion* to appoint Kayla Andrews to the seat opened on the Board by Catherine DelBianco's resignation. This appointment will be in effect from 1/21/21 until the end of this fiscal year (6/30/21). Seconded by Pat Nolan; carried.

The next meeting of the Board of Trustees will be Thursday, February 18, 2021 at 7:30 PM in the Library.

Meeting adjourned at 9:10 PM.

:sjn
1/22/21

Greenwood Lake Public Library
Board of Trustees
Meeting Minutes
November 19, 2020

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Guest

Patricia Nolan

Vicky Sarine opened the meeting at 7:40 PM in the library program room.

Previous Minutes

Brett Algera made a *motion* to accept the October 22, 2020 meeting minutes as presented. Seconded by Laura Ronayne; carried.

Director's Report

Report attached. Additional items include:

Laura Ronayne made a *motion* that the Infection Response Plan be incorporated into our Emergency Response Policy (Policy Manual I). Seconded by Lisa Neyman; carried.

The Board entered *executive session* at 8:30 PM to discuss the annual personnel review of the Internal Claims Auditor, one full time circulation clerk and one part time circulation clerk. Regular session resumed at 8:50 PM.

Human Resource/By-Laws Committee

Brett Algera made the following *motions*:

1. To accept the annual personnel review of Internal Claims Auditor, Susan Trazino. Seconded by Laura Ronayne; carried.
2. To accept the annual personnel review of Full Time Library Clerk, Brenda Downs, amending her budgeted salary increase to reflect \$18.75/hour, effective 12/1/20. Seconded by Cathy DelBianco; carried.
3. To accept the annual personnel review of Part Time Clerk, Anthony Mirra, amending his budgeted salary increase to reflect \$13.20/hour, effective 12/4/20.
4. To appoint current Part Time Library Clerk, Aimee Morrow, to Full Time Clerk from the Certification of Eligibles at a rate of \$14.50/hour for a 35 hour weekly schedule, effective 1/1/21. Seconded by Laura Ronayne; carried.
5. To table the review of Full Time Principal Clerk, Christopher Wheeling, but grant his budgeted salary increase, effective 1/2/21. Seconded by Cathy DelBianco; carried.
6. To table the review of Part Time Clerk, Ann Elyse Barkley, but bring her to \$13.00 per hour, effective 12/31/20. Seconded by Laura Ronayne; carried.

7. To table the review of Library Treasurer, Sandra Newman, but grant her budgeted salary increase, effective 1/7/21. Seconded by Laura Ronayne; carried.
8. To rescind the tabled *motion* from October regarding amendments to the Personnel Manual, Paid Sick Leave benefits. Seconded by Cathy DelBianco; carried.
9. To amend the Personnel Manual, Section VII Vacations and Holidays, Sick Time, #2 to read as follows:
“Part time employees scheduled for a minimum of 12 hours per week will receive 2 weeks of paid sick time annually, based on their schedule, after the completion of six (6) months of service.”

Legislative/Grant Committee

The initial construction grant check for Phase I, representing 90% of the award, was received and deposited into the Sterling Investment Account.

Audit & Finance Committee

Lisa Neyman made the following *motions*:

1. To accept the Nugent & Haeussler letter of engagement for the 2020-2021 fiscal year in the amount of \$8,050. Seconded by Laura Ronayne; carried.
2. To accept the 6/30/20 independent fiscal audit report and all ancillary materials. Seconded by Cathy DelBianco; carried.
3. To accept the Internal Claims Auditor reports for 11/4/20 and 1/18/20. Seconded by Brett Algera; carried.
4. To accept the October financial statements as presented. Seconded by Cathy DelBianco; carried.
5. To increase the Phase I Renovation budget by \$9,313.06 to reflect spending to date. Seconded by Brett Algera; carried.
6. To increase the Phase II Renovation budget by \$2,977.50 to reflect spending to date. Seconded by Laura Ronayne; carried.

The first Property Tax installment from the GWLUFSD was received and deposited in the Sterling Investment account, representing 94% of our levy for 2020-2021.

New Business

1. Lisa Neyman, with much regret, made a *motion* to accept the resignation of Board Secretary, Brett Algera, effective 11/30/20. Seconded by Laura Ronayne; carried.
2. Cathy DelBianco made a *motion* to appoint Patricia Nolan to the seat opened on the Board by Brett Algera's resignation. This appointment will be in effect from 12/1/20 until the end of this fiscal year (6/30/21). Seconded by Lisa Neyman; carried.

Newly appointed Trustee, Patricia Nolan, took the Oath of Office.

The next meeting of the Board of Trustees will be Thursday, January 21, 2021 at 7:30 PM in the library.

Greenwood Lake Public Library
Board of Trustees
Meeting Minutes

October 22, 2020

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Vicky Sarine opened the meeting at 7:50 PM in the Library's program room.

Previous Minutes

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

Director's Report

Report attached.

The Board entered *executive session* at 8:40 PM to discuss the annual personnel review of one part time library clerk, and to review a reported incident at one of our adult program events. Regular meeting resumed at 8:46 PM.

Human Resource/By-Laws Committee

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

1. To accept the annual personnel review of part time Library Clerk, Patricia Donovan, granting her budgeted salary increase, effective 11/16/20. Seconded by Laura Ronayne; carried.
2. To table the annual personnel review of Internal Claims Auditor, Susan Trazino until the November meeting, but grant her budgeted salary increase, effective 11/1/20. Seconded by Brett Algera; carried.
3. To renew the MVP Health Insurance Gold 1 plan and include a rider to cover dependent children to the age of 29. Seconded by Cathy DelBianco; carried.
4. To renew the United Health Care/Oxford Benefit Management Dental/Vision/Life Insurance plans. Seconded by Laura Ronayne; carried.
5. To amend the Personnel Manual, Separation of Service section to reflect that unpaid sick time will no longer be included in the calculation of final pay. Seconded by Cathy DelBianco; carried.
6. To table the proposed amendments to the Personnel Manual, Paid Sick Leave policy until the next meeting. Seconded by Cathy DelBianco; carried.

Legislative/Grant Committee

The Library has received Award Notice of the Construction Aid for Phase I of the renovation project, in the amount of \$306,075.00. E-mail attached.

RCLS has issued the Construction Aid allocations for the next grant cycle: our Phase II is slated at 50%.

Audit & Finance Committee

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

1. To accept the September 2020 financial statements as presented. Seconded by Laura Ronayne; carried.
2. To accept the Internal Claims Auditor reports for 9/24/20, 10/7/20 and 10/21/20. Seconded by Cathy DelBianco; carried.
3. To transfer \$100,000 from the Sterling Investment Account to the Sterling Payroll Account. Seconded by Brett Algera; carried.
4. To increase the Phase I Renovation Budget by \$3,091.80 to reflect spending to date. Seconded by Laura Ronayne; carried.
5. To increase the Phase II Renovation Budget by \$1,850.00 to reflect spending to date. Seconded by Cathy DelBianco; carried.
6. To deposit the Real Property Tax check slated for receipt in November into the Sterling Investment Account when received. Seconded by Laura Ronayne; carried.
7. To deposit the Construction Aid check for approximately 90% of the total award into the Sterling Investment Account when received. Seconded by Laura Ronayne; carried.

Old Business

1. Cathy DelBianco made a *motion* to adopt the Business Continuity Plan drafted by Director, Jill Cronin. Seconded by Lisa Neyman; carried.
2. Lisa Neyman made a *motion* to accept the 2021 RCLS Operating Budget. Seconded by Laura Ronayne; carried.

It was agreed that the library would move closer to full re-opening by offering walk-in hours Monday to Friday, from 10AM – 1 PM and Saturday from 10 AM – Noon, beginning Monday 11/9/20. The balance of our schedule will continue to be by appointment only. This is contingent upon the reported percentages of COVID cases in our zone, and, particularly maintaining zero COVID cases among our staff. This will be re-visited next meeting.

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

Meeting adjourned at 9:40 PM.

:sjn
10/23/20

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

September 17, 2020

Trustees Present

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

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 August, 2020 minutes as presented. Seconded by Lisa Neyman; carried.

The Board entered *executive session* at 7:49 to discuss the personnel reviews of one full time library clerk and one part time clerk, as well as an incident report from 8/27/20. Regular meeting resumed at 7:58 PM.

Director's Report

Report attached. Additional items include:

Lisa Neyman made a *motion* to table review of the RCLS 2021 operating budget to the October meeting. Seconded by Cathy DelBianco; carried.

Laura Ronayne made a *motion* that the Board postpone setting a date for full re-opening to the public date at the October meeting. Seconded by Brett Algera; carried.

Laura Ronayne made a *motion* to accept the 2021 Holiday Schedule. Seconded by Cathy DelBianco; carried.

Human Resource Committee

Laura Ronayne made the following *motions*:

1. To accept the annual personnel review of F/T Library Clerk, Dody Nicholas, granting her budgeted salary increase, effective 10/7/20. Seconded by Cathy DelBianco; carried.
2. To accept the annual personnel review of P/T Library Clerk, Aimee Morrow, granting her permanent status and her budgeted salary increase, effective 10/27/20. Seconded by Cathy DelBianco; carried.

Audit & Finance Committee

Lisa Neyman made the following *motions*:

1. To accept the August 2020 financial statements as presented. Seconded by Laura Ronayne; carried.
2. To accept the Internal Claims Auditor reports for 8/26/20 and 9/9/20. Seconded by Brett Algera; carried.
3. To transfer \$200,000 from the Sterling Investment Account to the Sterling Operating Account. Seconded by Cathy DelBianco; carried.
4. To transfer \$100,000 from Fund Balance Unrestricted to the Capital Reserve Fund Balance. Seconded by Laura Ronayne; carried.
5. To increase the Phase I Construction budget expense line by \$201,975.38 to reflect spending to date. Seconded by Cathy DelBianco; carried.
6. To increase the Phase II Construction budget expense line by \$1,950.00 to reflect spending to date. Seconded by Brett Algera; carried.

Old Business

Lisa Neyman made a *motion* to table review of the Business Continuity Plan to the October meeting. Seconded by Laura Ronayne; carried.

The next meeting will be Thursday, October 22, 2020 at 7:30 PM in the library.

Meeting adjourned at 8:45 PM.

:sjn

9/18/20

Greenwood Lake Public Library
Board of Trustees
Meeting Minutes

August 20, 2020

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

President 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 16, 2020 minutes as presented. Seconded by Laura Ronayne; carried.

Director's Report

Report attached. Additional items include business from the Renovation Committee:

- 1) Lisa Neyman made a motion to accept the revised cost estimate for Phase II, option III for HVAC equipment & distribution upgrades. Seconded by Laura Ronayne; carried.

This will bring the overall estimate for Phase II to a maximum of \$350,000 for grant submission.

Board to review the proposed "Business Continuity Plan" for adoption at the next meeting.

Audit & Finance Committee

Report attached. Lisa Neyman made the following motions:

Fiscal 2019/20:

- 1) To transfer \$590.00 from Repair & Maintenance Expense budget to Office Supply Expense budget. Seconded by Laura Ronayne; carried.
- 2) To increase the Renovation Phase I Expense budget by \$144,585.30. Seconded by Cathy DelBianco; carried.
- 3) To accept the June 30, 2020 financial statements. Seconded by Brett Algera; carried.

Fiscal 2020/21:

- 1) To accept the July 2020 financial statements as presented. Seconded by Brett Algera; carried.
- 2) To accept the Internal Claims Auditor report for 8/12/20. Seconded by Cathy DelBianco; carried.
- 3) To transfer \$100,000 from the Sterling Investment Account to the Sterling Operating Account. Seconded by Laura Ronayne; carried.
- 4) To transfer \$100,000 from the Sterling Investment Account to the Sterling Payroll Account. Seconded by Brett Algera; carried.

New Business

Brett Algera made a motion to accept the 2019/2020 records retention and destruction schedule. Seconded by Laura Ronayne; carried.

The Board received a card from the staff expressing their appreciation for the Board's support.

The next meeting of the Board of Trustees will be Thursday, September 17, 2020 at 7:30 PM in the Library.

Meeting adjourned at 8:53 PM.

:sjn
8/21/20

*Greenwood Lake Public Library
Board of Trustee
Meeting Minutes*

July 16, 2020

Trustees Present

Vicky Sarine, President
Laura Ronayne, V.P.
Brett Algera, Secretary
Lisa Neyman

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

RE-ORGANIZATIONAL MEETING

President Vicky Sarine opened the re-organizational meeting at 7:44 PM in the library program room. *Finance Officer, Cathy DelBianco's absence was excused.

Re-elected trustee, Lisa Neyman took the Oath of Office for her term 7/1/20-6/30/25.

Nomination of Officer Ships

Presiding President, Vicky Sarine, opened nominations as follows:

- Laura Ronayne nominated Vicky Sarine for the office of President; Seconded by Lisa Neyman.
- Lisa Neyman nominated Laura Ronayne for the office of Vice President; Seconded by Brett Algera.
- Lisa Neyman nominated Brett Algera for the office of Secretary; Seconded by Laura Ronayne.
- Laura Ronayne nominated Lisa Neyman for Finance Officer (to serve thru 6/20/23); Seconded by Brett Algera.

Presiding Secretary, Brett Algera, cast his vote for this sate of nominated officers and affirmed the nominations.

Appointment of Committee Chairs

President, Vicky Sarine, appointed Chairpersons as follows:

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

Committee Chairs appointed Jill Cronin, Director and Sandra Newman, Treasurer to serve on each committee.

Assignment of Outside Professionals

Secretary, Brett Algera made a *motion*, seconded by Laura Ronayne and carried, to accept the list of assignments, as follows:

Independent Auditor	Nugent & Haeussler, P.C.
Bank(s)	Sterling National Bank
Computer Consultant	The Computer Guy
HVAC/Elec./Plumbing	Ed Schradin & Sons
Fire Inspector	*provided by the GWLUFSD
Attorney	MacVean, Lewis, Sherwin & McDermott, P.C. Kevin Preston, Esq.
Insurance Agency	Seely & Durland, Inc.
Alarm System	Hi-Tech Security
Phones	Voice-Com
Security Cameras	T/B/D

Finance Designations

Finance Officer, Lisa Neyman, made the following assignments:

Check Signing	Laura Ronayne & Vicky Sarine
Purchase Orders	Jill Cronin
Invoices	Susan Trazino
Alternate	Cathy DelBianco

REGULAR BUSINESS MEETING

President, Vicky Sarine opened the regular business meeting at 7:55 PM.

Previous Minutes

Secretary, Brett Algera, made a *motion* to accept the June 23, 2020 minutes as presented. Seconded by Lisa Neyman; carried.

Director’s Report

Report attached. Additional items include:

Laura Ronayne made a *motion* to add wording regarding social distancing to the Policies Manual, Section I: “Use of the Library” – part B) Temporary Safety Practices Policy. (see attached). Seconded by Lisa Neyman; carried.

The Board agreed that Fine Free check-in would continue until September 1st, at which time it will be re-assessed.

The Board entered executive session at 8:21 PM to perform the annual personnel review for the Library Director. The annual reviews of one part time custodian, one part time clerk and one full time Library Assistant/Children's were also discussed.

Regular session resumed at 8:40 PM.

Human Resource/By-Laws Committee

Laura Ronayne made the following *motions*:

- To accept the annual personnel review of Library Director, Jill Cronin. Seconded by Brett Algera; carried.
- To accept the annual personnel review of part time Custodian, Alan Nelson, granting his budgeted increase, effective 9/29/20. Seconded by Lisa Neyman; carried.
- To accept the annual personnel review of part time Library Clerk, Lisa Franke, granting her budgeted increase, effective 9/13/20. Seconded by Lisa Neyman; carried.
- To accept the annual personnel review of full time Library Assistant/Children's, Kristin Rohlf, granting her budgeted increase, effective 9/18/20. Seconded by Lisa Neyman; carried.

Audit & Finance Committee

Report attached. Additional items include:

Lisa Neyman made the following *motions*:

- To accept the Internal Claims Auditor reports for 7/1/20 and 7/15/20. Seconded by Laura Ronayne; carried.
- To increase the 2019/2020 Renovation Phase I budget by \$350.00 to reflect spending as of 6/30/20. Seconded by Laura Ronayne; carried.

Renovation Committee

Cost estimates for Phase II of the renovation project were reviewed, with the Board agreeing to move forward with a budget of between \$300,000 and \$350,000 for this phase of the project.

Lisa Neyman put forth the following resolution, which was adopted by all four members of the Board of Trustees present:

LET IT BE RESOLVED, by the Board of Trustees of the Greenwood Lake Public Library that:

“The application and accompanying documents for public library construction aid 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.”

Additional documents executed at this meeting are attached:

Assurances: State Aid for Library Construction Program
RCLS application for NYS Construction Aid commitment letter
Capital Improvement Project: SEQR Determination

The next meeting of the Board of Trustees will be Thursday, August 20, 2020 at 7:30 PM in the Library.

Meeting adjourned at 9:35 PM.

:sjn
7/17/20