

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

May 19, 2022

**Trustees Present**

Vicky Sarine, V.P.  
Kayla Andrews, Secretary  
Lisa Neyman, Finance Officer  
Nancy Clifford

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Trustee Pat Nolan's absence was excused due to illness.

Vicky Sarine opened the meeting at 7:46 PM in the library program room.

**Previous Minutes**

Kayla Andrews made a *motion* to accept the minutes of the April 21<sup>st</sup> meeting as presented. Seconded by Lisa Neyman; carried.

**Director's Report**

Report attached. The Board prioritized the list of additional grant spending for Phase III as:

- 1) HVAC unit for the program room
- 2) Repair/replacement of the exterior stairs and landing for the employee entrance and the ramp to the children's room
- 3) Replace the security camera system.

At approximately 8:20 PM, Election Attendants Debra Searle and Santa DiMattina reported the results of the library's budget & trustee vote:

2022/2023 Operating Budget passed with 36 in favor and 2 opposed  
Incumbent Vicky (Marie) Sarine retained her seat with 37 votes  
Incumbent Nancy Clifford retained her seat with 36 votes

The Board entered *executive session* at 8:33 PM to discuss personnel compensation. Regular session resumed at 8:44 PM.

**Human Resource Committee**

Lisa Neyman made a *motion* to award a portion of the budgeted 2022/2023 wage increases to each employee, effective 7/1/22, with the remaining portion to be determined upon each employee's annual personnel review. Seconded by Nancy Clifford; carried.

**Audit & Finance Committee**

Lisa Neyman made the following *motions*:

- 1) To accept the April 2022 financial statements as presented. Seconded by Kayla Andrews; carried.
- 2) To accept the Internal Claims Auditor Reports dated 5/9/22 and 5/19/22. Seconded by Nancy Clifford; carried.
- 3) To increase the Phase III Renovation Budget by \$10,906.25 to reflect spending to date. Seconded by Kayla Andrews; carried.
- 4) To transfer \$2,000 from Digitization Expense to Fuels & Utilities Expense. Seconded by Nancy Clifford; carried.
- 5) To transfer \$2,500 from Maintenance Contract Expense to Repair & Maintenance Expense. Seconded by Kayla Andrews; carried.
- 6) To transfer \$3.00 from Insurance Expense to Worker's Compensation Expense. Seconded by Nancy Clifford; carried.
- 7) To transfer \$50,000 from the Sterling Investment Account to the Sterling Payroll Account. Seconded by Kayla Andrews; carried.
- 8) To Transfer \$75,000 from the Sterling Investment Account to the Sterling Operating Account. Seconded by Nancy Clifford; carried.

**Old Business**

Jill and Sandy will follow up on Trustee Training requirements and accessibility of the training classes.

**New Business**

Nancy Clifford proposed that the Library begin working on ways to participate in the Village's Centennial Celebration to be held in 2024.

The next meeting of the Board will be the Re-organizational Meeting, followed by a regular business meeting on Thursday, July 21, 2022 at 7:30 PM.

Meeting adjourned at 9:00 PM

:sjn  
5/20/22

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

April 21, 2022

**Trustees Present**

Pat Nolan, President  
Vicky Sarine, V.P.  
Lisa Neyman, Finance Officer  
Kayla Andrews, Secretary  
Nancy Clifford

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Pat Nolan opened the meeting at 7:43 PM in the library program room.

**Previous Minutes**

Kayla Andrews made a *motion* to accept the March 2022 minutes as presented. Seconded by Lisa Neyman; carried.

**Director's Report**

Report attached.

The Board entered *executive session* at 8:20 PM to discuss one personnel review and two patron incidents. Regular session resumed at 8:55 PM.

**Human Resource/By-Laws Committee**

Report attached. Vicky Sarine made the following *motions*:

1. To accept the personnel review of Library Manager, Jill Cronin. Seconded by Kayla Andrews; carried.
2. To accept the appointment of Jennifer El-Rifai to the position of part time Account Clerk at the rate of \$15.00/hr., effective 4/14/22. A one year probationary period applies. Seconded by Lisa Neyman; carried.
3. To accept the amendments to the Policies Manual, sections I and II. Seconded by Kayla Andrews; carried.
4. To accept the amendments to the Personnel Manual. Seconded by Lisa Neyman; carried.

**Audit & Finance**

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

1. To accept the March 2022 financial statements as presented. Seconded by Vicky Sarine; carried.
2. To accept the Internal Claims Auditor reports for 3/24/22, 4/6/22 and 4/2022. Seconded by Kayla Andrews; carried.
3. To increase the Phase III Renovation budget by \$2,760.53 to reflect spending to date. Seconded by Vicky Sarine; carried.

4. To transfer \$75,000 from the Unexpended Fund Balance to the Capital Reserve Fund Balance for Phase III. Seconded by Kayla Andrews; carried.
5. To transfer \$100,000 from the Sterling Investment Account to the Sterling Operating Account. Seconded by Vicky Sarine; carried.
6. To accept the Nugent & Haeussler letter of engagement for the fiscal year ending 6/2022 in the amount of \$8,250.00. Seconded by Kayla Andrews; carried.

**Old Business**

Lisa Neyman made a *motion* to accept the Ballot for the May 19, 2022 Budget and Trustee election. Seconded by Nancy Clifford; carried.

**New Business**

Nancy Clifford outlined several fundraising ideas. The Board discussed the need for an active Friends of the Library group, and how to best recruit one.

The next meeting of the Board of Trustees will be Thursday, May 19, 2022 at 7:30 PM in the library.

Meeting adjourned at 9:45 PM.

:sjn

4/22/22

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

March 15, 2022

**Trustees Present**

Patricia Nolan, President  
Vicky Sarine, V.P.  
Lisa Neyman, Finance Officer  
Kayla Andrews, Secretary  
Nancy Clifford

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Pat Nolan opened the meeting at 7:37 PM in the library program room.

**Previous Minutes**

Kayla Andrews made a *motion* to accept the February, 2022 meeting minutes as presented. Seconded by Lisa Neyman; carried.

**Director's Report**

Report attached. Additional items include:

1. Vicky Sarine made a *motion* for the library to return to pre- pandemic procedures, effective immediately. Seconded by Lisa Neyman; carried.
2. Vicky Sarine made a *motion* to change the wording in Policies; Section I, B), last sentence – replace the word “revoked” with “suspended”. Seconded by Nancy Clifford; carried.
  - The Board approved a late opening on 4/15/22 to facilitate a staff meeting from 9-11 AM.
  - Jill Cronin will secure estimated pricing for several projects being considered for incorporation into Phase III; for discussion/selection at the April meeting.

The Board entered *executive session* at 8:48 PM to discuss the annual personnel review of the library's Director. Regular session resumed at 9:08 PM.

**Human Resource/By-Laws Committee**

Report attached.

Vicky Sarine made a *motion* to table the personnel review of Library Director, Jill Cronin, but grant her budgeted salary increase, effective 4/6/22. Seconded by Lisa Neyman; carried.

**Audit & Finance Committee**

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

1. To accept the February, 2022 financial statements as presented. Seconded by Vicky Sarine; carried.
2. To accept the Internal Claims Auditor reports for 2/23/22 and 3/9/22. Seconded by Kayla Andrews; carried.
3. To transfer \$100,000 from the Sterling Investment Account to the Sterling Payroll Account. Seconded by Vicky Sarine; carried.

4. To increase the Phase III Renovation Budget by \$5,360.00 to reflect spending to date. Seconded by Kayla Andrews; carried.
5. To accept the proposed 2022/2023 Fiscal Operating Budget and Personnel Schedule. Seconded by Nancy Clifford; carried.

**Old Business**

Annual Meeting update:

Lisa Neyman made a ***motion*** to increase the pay rate for our Election Inspectors to a flat fee of \$175.00. Seconded by Vicky Sarine; carried.

**New Business**

Vicky Sarine made a ***motion*** to accept the 6/30/21 New York State Annual Report. Seconded by Lisa Neyman; carried.

The next meeting of the Board of Trustees will be Thursday, April 21, 2022 at 7:30 PM in the library.

Meeting adjourned at 9:40 PM.

:sjn  
3/16/22

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

February 17, 2022

**Trustees Present**

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

*\*Trustee Nancy Clifford's absence was excused.*

**Staff Present**

Jill Cronin, Director (Zoom)  
Sandra Newman, Treasurer

Pat Nolan opened the meeting in the library program room at 7:42 PM

**Previous Minutes**

Kayla Andrews made a ***motion*** to accept the January 2022 meeting minutes as presented. Seconded by Lisa Neyman; carried.

**Director's Report**

Report attached. Additional items include:

1. Vicky Sarine made a ***motion*** for the library to return to a 9AM-9PM schedule Tuesday, Wednesday and Thursday with the beginning of daylight savings time. Seconded by Lisa Neyman; carried.
2. Vicky Sarine made a ***motion*** for the library to close on Sunday, March 13, 2022 due to the inaccessibility to the building that will be caused by Mid-Hudson St. Patrick's Day parade being hosted in Greenwood Lake. Seconded by Kayla Andrews; carried.
3. Lisa Neyman made a ***motion*** that the library accept the lowest bid in the amount of \$129,000.00 for Phase III of the on-going renovation project, submitted by T.M. Brennan Service, Inc. of Hamburg, NJ. Contracts will be issued pending attorney review. Seconded by Vicky Sarine; carried.

The Board entered ***executive session*** at 8:08 PM to discuss personnel reviews, patron incidents and the proposed personnel budget. Regular session resumed at 8:45 PM.

**Human Resource/By-Laws Committee**

Report attached. Vicky Sarine made the following ***motions***:

1. To accept the review of F/T Principal Clerk, Doris Chu, granting her budgeted salary increase, effective 3/13/22. Seconded by Kayla Andrews; carried.
2. To accept the review of Property Superintendent, Alexander Nicholas, granting his budgeted salary increase, effective 3/1/22. Seconded by Lisa Neyman; carried.

3. To accept the review of P/T Clerk, Rachel Trusewicz, granting her F/T probationary (26 week) status with appointment from the Certification of Eligibles and granting her budgeted salary increase effective with this appointment, but no later than her anniversary date.

The HR/By-Laws Committee will meet on Wednesday, March 30<sup>th</sup> at 6:30 PM in the library.

### Audit & Finance Committee

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

1. To accept the financial statements for January 2022 as presented. Seconded by Vicky Sarine; carried.
2. To accept the Internal Claims Auditor report for 2/9/22. Seconded by Kayla Andrews; carried.
3. To transfer \$1,000 from Maintenance Contract Expense budget to Repair and Maintenance Budget. Seconded by Vicky Sarine; carried.
4. To increase the Phase II Renovation Expense line by \$14,475.00 to reflect spending to date. Seconded by Kayla Andrews; carried.

The Board adopted the following resolution with four of five votes:

***"Whereas, the adoption of this 2022/2023 budget for the Greenwood Lake Public Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and***

***Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of 60% of qualified board members; now therefore be it***

***Resolved, that the Board of Trustees of the Greenwood Lake Public Library voted and approved to exceed the tax levy limit for 2022/2023 by at least the 60% of the board of trustees as required by state law on February 17, 2022."***

### New Business

The Annual Meeting Budget and Trustee Vote for the library will be held on Thursday, May 19, 2022 from Noon – 8PM at the library.

1. Kayla Andrews made a *motion* to designate Sandra Newman as Election Chairperson. Seconded by Lisa Neyman; carried.
2. Kayla Andrews made a *motion* to accept the proposed schedule (see attached) for conducting the Annual Meeting. Seconded by Vicky Sarine; carried.

The next meeting of the Board of Trustees will be Tuesday, March 15, 2022 at 7:30 PM in the library.

Meeting adjourned at 9:14 PM.

sjn  
2/18/22



**Greenwood Lake Public Library**  
**Board of Trustees**  
**Meeting Minutes**  
January 20, 2022

**Trustees Present**

Pat Nolan, President  
Vicky Sarine, V.P.  
Lisa Neyman, Finance Officer  
Kayla Andrews, Secretary  
\*Nancy Clifford's absence was excused

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Pat Nolan opened the meeting at 7:42 PM in the library's Program Room.

**Previous Minutes**

Kayla Andrews made a ***motion*** to accept the November, 2021 minutes as presented. Seconded by Lisa Neyman; carried.

**Director's Report**

Report attached. Additional items include:

Vicky Sarine made a ***motion*** to enact "winter hours" beginning February 1, 2022. The library will close at 8PM rather than 9PM Tuesday, Wednesday and Thursday (to be re-evaluated throughout the winter months). Staffing schedules will be adjusted to compensate. Seconded by Lisa Neyman; carried.

**Audit & Finance Committee**

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

1. To accept the financial statements from November and December 2021. Seconded by Kayla Andrews; carried.
2. To accept the Internal Claims Auditor reports for 12/1/21, 12/15/21, 12/29/21 and 1/12/22. Seconded by Vicky Sarine; carried.
3. To increase the Digitization Expense budget line by \$300.00. Seconded by Vicky Sarine; carried.
4. To increase the Adult Program Expense budget line by \$129.00. Seconded by Kayla Andrews; carried.
5. To transfer \$100,000 from the Sterling Investment Account to the Sterling Payroll Account. Seconded by Vicky Sarine; carried.
6. To increase Phase II Renovation Expense budget by \$12,055.31. Seconded by Kayla Andrews; carried.
7. To increase Phase III Renovation Expense budget by \$4,500. Seconded by Vicky Sarine; carried.
8. To approve the final bill from Meridian Construction for Phase II of the renovation project in the amount of \$14,475.00. Seconded by Kayla Andrews; carried.

The Budget Committee will meet on 2/9/22 at 6:30 PM to begin work on the 2022/2023 operating budget.

The Board entered *executive session* at 8:34 PM to discuss the annual review of one part time library clerk and proposed staffing changes.

Regular meeting resumed at 8:55 PM

**Human Resource/By-Laws Committee**

Report attached. Vicky Sarine made the following *motions*:

1. To accept the personnel review of part time Library Clerk (Adult Services), Mary Sheeran, granting her budgeted salary increase, effective 2/1/22. Seconded by Kayla Andrews; carried.
2. To convert one part time Library Clerk position to one full time Library Clerk position. Seconded by Lisa Neyman; carried.

The HR/By-Laws Committee will meet on Thursday, March 10, 2022 at 6:30 PM in the library to review proposed amendments to the personnel manual.

The next meeting of the Board of Trustees will be Thursday, February 17, 2022 at 7:30 PM in the library.

Meeting adjourned 9 PM.

:sjn

1/21/22

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

November 18, 2021

**Trustees Present**

Pat Nolan, Pres.  
Vicky Sarine, V.P.  
Lisa Neyman, Finance Officer  
Nancy Clifford

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Kayla Andrews' absence was excused.

Pat Nolan opened the meeting at 7:53 PM in the library program room. Nancy Clifford read the oath of office into the minutes and was sworn in to fill one vacant seat through 6/30/22.

**Previous Minutes**

Vicky Sarine made a *motion* to accept the October, 2021 meeting minutes as presented. Seconded by Nancy Clifford; carried.

**Director's Report**

Report attached. Nancy Clifford made a *motion* to accept the 2022 Holiday Schedule as presented. Seconded by Lisa Newman; carried.

The Board entered *executive session* at 8:25 PM to discuss 4 personnel reviews and two patron incidents. Regular session resumed at 9:15 PM.

**Human Resource/By-Laws Committee**

Vicky Sarine made the following *motions*, which were seconded by Lisa Neyman and carried:

1. To convert one vacant Principal Library Clerk position to one Library Assistant position
2. To accept the annual personnel review of Full Time Library Clerk, Brenda Downs, reducing her budgeted salary increase by \$.25 cents per hour, effective 12/1/21.
3. To accept the annual personnel review of Principal Library Clerk, Christopher Wheeling, granting his budgeted salary increase, effective 1/2/22.
4. To accept the annual personnel review of Full Time Library Clerk, Aimee Morrow, increasing her budgeted salary increase to \$16.00/hour, effective 1/1/22.
5. To accept the annual personnel review of Treasurer, Sandra Newman, granting her budgeted salary increase, effective 1/7/22.

The By-Laws committee set a date of 1/12/22 at 6:00 PM to meet regarding proposed changes to the Personnel Manual.

**Audit & Finance**

Report attached. Lisa Neyman made the following *motions*, which were seconded by Vicky Sarine and carried:

1. To accept the 6/30/21 Audit Report issued by Nugent & Haeussler.
2. To accept the New York State Annual Update Document as of 6/30/21, prepared by Nugent & Haeussler.
3. To transfer \$100,000 from Sterling Investment Account to Sterling Operating Account.
4. To accept the Internal Claims Auditor reports for 11/3/21 and 11/7/21.
5. To accept the October 2021 financial statements as presented.
6. To increase the Adult Program Budget by \$610 to reflect fees collected for the Defensive Driving Program.

The Board will be provided links to complete the Sexual Harassment and Trustee Continuing Ed training.

The next meeting of the Board will be Thursday, January 20, 2022 at 7:30 PM in the library.

Meeting adjourned at 9:42 PM.

:sjn  
11/23/21

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

October 28, 2021

**Trustees Present**

Pat Nolan, Pres.  
Vicky Sarine, V.P.  
Lisa Neyman, Finance Officer  
Kayla Andrews, Scty.

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

**Attendees**

Nancy Clifford

Pat Nolan opened the meeting at 7:34 PM, introducing guest, Nancy Clifford.

**Previous Minutes**

Kayla Andrews made a *motion* to accept the September 21, 2021 meeting minutes as presented. Seconded by Vicky Sarine; carried.

**Director's Report**

Report attached. Additional items include:

1. Vicky Sarine made a *motion* to reinstate fines for adult materials, effective January 1, 2022, with an advertised "moratorium" period from November 1<sup>st</sup> through December 31<sup>st</sup>. Seconded by Lisa Neyman; carried.

The Board entered *executive session* at 8:27 PM to discuss the annual personnel reviews of one part time Library Clerk and one part time Account Clerk, as well as an incident report, and the appointment of one full time Library Assistant (children's). Regular session resumed at 8:45 PM.

**Human Resource Committee**

Report attached. Vicky Sarine made the following *motions*:

1. To accept the annual personnel review for p/t Library Clerk, Patricia Donovan, granting her budgeted salary increase, effective 11/16/21. Seconded by Lisa Neyman; carried.
2. To accept the annual personnel review for p/t Account Clerk/Internal Claims Auditor, Susan Trazino. Seconded by Kayla Andrews; carried.
3. To accept the termination of p/t Library Clerk, Nancy Effinger, effective 10/14/21. Seconded by Kayla Andrews; carried.
4. To accept the appointment of f/t-provisional Library Assistant (Children's Services), Amber Kirkwood, effective 11/9/21 at a rate of \$35,000/yr. with benefits. Seconded by Lisa Neyman; carried.

**By-Laws Committee**

The committee met on 10/21/21 to discuss proposed amendments to the Policies Manual (see attached).

1. Vicky Sarine made a ***motion*** to accept the proposed changes, including the changes to the Inclement Weather Policy as discussed this evening. Seconded by Kayla Andrews; carried.

Committee meeting date for Personnel Manual review is tabled until the November meeting.

**Audit & Finance Committee**

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

1. To accept the September, 2021 financial statements as presented. Seconded by Vicky Sarine; carried.
2. To accept the Internal Claims Auditor's reports for 9/22/21, 10/7/21 and 10/20/21. Seconded by Kayla Andrews; carried.
3. To deposit the check representing 90% of Phase II renovations in the Sterling Investment Account. Seconded by Vicky Sarine; carried.
4. To deposit the 1<sup>st</sup> payment of our property tax revenue into the Sterling Investment Account when received. Seconded by Kayla Andrews; carried.
5. To transfer \$100,000 from the Sterling Investment Account to the Sterling Payroll Account. Seconded by Vicky Sarine; carried.
6. To increase the Digitization Expense Budget by \$200.00 to reflect restricted donation received. Seconded by Kayla Andrews; carried.
7. To increase the Adult Program Expense Budget by \$1,000 to reflect restricted donation received. Seconded by Vicky Sarine; carried.
8. To accept the Asset Inventory and Insurable Values reports issued by Industrial Appraisals after their complete re-valuation of the building, grounds and contents. Seconded by Kayla Andrews; carried.

**New Business**

Lisa Neyman made a ***motion*** to appoint Nancy Clifford to the Board of Trustees, filling one vacancy for the duration of this fiscal year (6/30/22). Seconded by Vicky Sarine; carried.

Per the recently adopted New York State Senate Bill S7285, all Board members must now complete 2 hours of continuing education training each year. Information will be provided.

The next meeting of the Board will be Thursday, November 18<sup>th</sup> at 7:30 PM.

Meeting adjourned at 9:15 PM.

:sjn  
10/29/21

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

September 21, 2021

**Trustees Present**

Pat Nolan, President  
Vicky Sarine, V.P.  
Kayla Andrews, Secretary

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Trustee Lisa Neyman's absence is excused.

Pat Nolan opened the meeting at 7:40 PM in the library program room.

**Previous Minutes**

Kayla Andrews made a *motion* to accept the minutes of the July 15, 2021 re-organizational and business meeting. Seconded by Vicky Sarine; carried.

**Director's Report**

Report attached.

The Board entered executive session at 8:06 PM to discuss the review of one full time library, a new hire, and to review two patron incidents. Regular session resumed at 8:35 PM.

**Human Resources/By-Laws Committee**

Report attached. Vicky Sarine made the following *motions*, which were seconded by Kayla Andrews and carried:

1. To accept the appointment of Nancy Effinger to the position of Part Time Library Clerk at a rate of \$13.20/hour with a one year probation period, effective 8/3/21
2. To accept the annual personnel review of Full Time Library Clerk, Dody Nicholas, approving her budgeted salary increase, effective 10/7/21.

The By-Laws Committee will meet on Wednesday, October 13, 2021 at 7 PM in the library.

**Audit & Finance Committee**

Report attached. Kayla Andrews made the following *motions*, which were seconded by Vicky Sarine and carried:

1. To accept the Claims Auditor reports for 7/28/21, 8/11/21, 8/25/21 and 9/8/21
2. To accept the closing financial statements for year end 6/30/21 (pending review of the Finance Officer)
3. To accept the financial statements for July and August of 2021 (pending review of the Finance Officer)
4. To increase the Renovation Phase II Expense budget by \$266,299.69 to reflect spending to date.

5. To increase the Renovation Phase III Expense budget by \$840.00 to reflect spending to date
6. To transfer \$250,000 from Sterling Investment Account to Sterling Operating Account
7. To transfer \$100,000 from Sterling Investment Account to Sterling Payroll Account

**New Business**

Kayla Andrews made a ***motion*** to accept the Records Retention Schedule for year end 6/30/21. Seconded by Vicky Sarine; carried.

The next meeting of the Board of Trustees will be Thursday, October 28, 2021 at 7:30 PM in the library.

Meeting adjourned at 9:10 PM.

:sjn  
9/24/21



**GREENWOOD LAKE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**RE-ORGANIZATIONAL MEETING  
July 15, 2021**

**Trustees Present**

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

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Presiding President, Vicky Sarine, opened the re-organizational meeting at 7:44 PM in the library program room.

Lisa Neyman made a *motion* to appoint Vicky Sarine to the Board of Trustees for a term of one year: 7/1/21 through 6/30/22. Seconded by Kayla Andrews; carried.

Newly elected trustees, Patricia Nolan and Kayla Andrews, took the oath of office for their 5-year terms, commencing 7/1/21. Vicky Sarine took the oath of office for her one year appointment, commencing 7/1/21.

**Nominations for Officerships**

Presiding President, Vicky Sarine, opened nominations for each of the following:

Lisa Neyman nominated Patricia Nolan for the office of President. Seconded by Kayla Andrews

Lisa Neyman nominated Vicky Sarine for the office of Vice President. Seconded by Kayla Andrews.

Lisa Neyman nominated Kayla Andrews for the office of Secretary. Seconded by Patricia Nolan.

Finance Officer, Lisa Neyman, will hold that office through 6/30/2023.

Presiding Secretary, Patricia Nolan, cast her vote for the slate of nominated officers and affirmed the nominations.

**Appointment of Committee Chairs**

President Patricia Nolan appointed Chairpersons, as follows:

Lisa Neyman	Audit & Finance
Vicky Sarine	HR/By-Laws
Kayla Andrews	Property
Lisa Neyman	Legislative/Grant & Capital Project

The committee chairs appointed Jill Cronin and Sandra Newman to serve on each of the Committees named above.

**Assignment of Outside Professionals**

Vicky Sarine made a *motion* to accept the following list of assignments, seconded by Kayla Andrews; carried:

Independent Auditor	Nugent & Haeussler, P.C.
Bank(s)	Sterling National Bank
Computer Consultant	<i>to be determined</i>
HVAC/Elec./Plumbing	Ed Schradin & Son
Fire Inspector	Provided by the School District
Attorney	Kevin Preston, Esq. (MacVean, Sherwin, Lewis & McDermott, P.C.)
Insurance Agency	Seely & Durland, Inc.
Security Systems	Hi Tech Security
Phones	VoiceCom

**Finance Designations**

Lisa Neyman made the following assignments:

Check signing	Pat Nolan and Vicky Sarine
Purchase Orders	Jill Cronin
Invoices	Susanne Trazino
Alternate	Lisa Neyman

*The Regular Business Meeting* was opened by Patricia Nolan at 7:52 PM.

**Previous Minutes**

Kayla Andrews made a *motion* to accept the May, 2021 minutes as presented. Seconded by Vicky Sarine, carried.

**Director's Report**

Report attached. Additional Items include:

1. Lisa Neyman made a *motion* to accept both the RCLS Direct Access Plan and the RCLS Plan of Service for 2022-2026. Seconded by Vicky Sarine; carried.
2. Lisa Neyman made a *motion* to contract the services of Eisenback & Ruhnke Engineers for asbestos testing in the staff room and floor of the computer area for Phase III of the renovation project. Seconded by Vicky Sarine; carried.
3. Lisa Neyman made a *motion* to accept the proposal by LAN Associates for Phase III document prep, bidding and negotiations in the amount not to exceed \$5,360.00. Seconded by Vicky Sarine; carried.

The Board agreed that pandemic procedures could be eased with the re-opening of our main circulation area (within one month). This includes making masks optional for staff and patrons as long as social distancing is possible. As well, we will stop issuing the daily health questionnaire as soon as it is no longer required by state guidelines.

The Board entered *Executive Session* at 8:48 PM to discuss the annual personnel reviews of one part time custodian and one part time library clerk, as well as a patron incident report. Regular meeting resumed at 9:15 PM.

**HR/By-Laws**

Report attached. Vicky Sarine made the following *motions*:

1. To accept the annual personnel review of Alan Nelson, part-time custodian, granting his budgeted salary increase, effective 9/29/21.
2. To accept the annual personnel review of Lisa Franke, part time library clerk, granting her budgeted increase, effective 9/13/21.

**Audit & Finance**

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

3. To accept the Internal Claim Auditor reports for 6/2/21, 6/16/21, 6/30/21 and 7/14/21. Seconded by Vicky Sarine; carried.

For fiscal 2020/2021:

4. To accept the financial statements for May, 2021 as presented. Seconded by Vicky Sarine; carried.
5. To increase the Phase II Renovation Expense line by \$15,592.50 to reflect spending to date. Seconded by Vicky Sarine; carried.

For fiscal 2021/2022:

6. To increase the Adult Program Expense budget by \$474.00 to reflect restricted revenue as of 6/30/21 to be expended this fiscal year. Seconded by Kayla Andrews; carried.
7. To transfer \$25,000 from Fund Balance Unreserved to Capital Reserve Fund Balance for Phase III of the renovation project. Seconded by Kayla Andrews; carried.

**Capital Project Committee**

The Board agreed to move forward with Phase III with a budget of between \$175,000 and \$200,000.

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

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

“The State Aid for Library Construction application and accompanying documents are 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.

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

Meeting adjourned at 9:37 PM.

7/16/21

:sjn