

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

UNOFFICIAL DRAFT

May 18, 2023

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

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

Previous Minutes

Nancy Clifford made a *motion* to accept the April, 2023 meeting minutes as presented. Seconded by Lisa Neyman; carried.

Director's Report

Report attached. Additional items include:

Request submitted to Senator Skoufis's office for \$8,500 in additional bullet aid to complete the Native Gardening project

Annual Meeting

At 8:05 PM Election Inspectors Debra Searle and Katharine Chen reported the results of the library's budget vote:

In person ballots	46	yes
Absentee ballots	7	yes
TOTAL	53	Yes
		-0- No

Nancy Clifford made a *motion* to accept the results of the 5/18/23 budget vote as reported, declaring the budget as "passed". Seconded by Lisa Neyman; carried.

The Board entered *executive session* at 8:40 PM to discuss a personnel policy change tabled from the May meeting. Regular session resumed at 8:50 PM.

Human Resource/By-Laws Committee

Vicky Sarine made a *motion* that the library reimburse Jill Cronin 50% of the cost of her last completed master's class (\$800). Additionally, the Board will review classes being taken by employee Aimee Morrow to determine which may qualify for 50% reimbursement as well.

The By-Laws Committee will meet in June to review items raised in the “Ask the Lawyer” workshops, as well as a review of the sick leave and tuition reimbursement policies. Dates to be determined.

Renovation Committee

Lisa Neyman made a *motion* that the Board award the Phase 4- HVAC Upgrade contract to lowest base bidder, Meridian Construction Creations in the amount of \$189,720.00. Seconded by Vicky Sarine; carried.

Centennial Committee

Nancy Clifford presented the Events Calendar as of this date, depicting 2023 events (primarily fundraisers) and plans for 2024.

Audit & Finance Committee

Lisa Neyman made the following *motions*:

1. To transfer \$100,000 from the Webster Investment Account to the Webster Operating Account. Seconded by Vicky Sarine; carried.
2. To transfer \$100,000 from the Webster Investment Account to the Webster Payroll Account. Seconded by Vicky Sarine; carried.
3. To accept the Internal Claims Auditor reports for 5/3/23 and 5/18/23. Seconded by Kayla Andrews; carried.
4. To accept the April 2023 financial statements as presented. Seconded by Nancy Clifford; carried.
5. To deposit the final Phase III Renovation grant payment in the amount of \$10,960 in the Webster Investment Account. Seconded by Vicky Sarine; carried.
6. To increase the Phase IV Renovation Budget by \$6,543.75 to reflect spending to date. Seconded by Kayla Andrews; carried.
7. To restrict \$1,000 of the "bullet aid" from Senator Skoufis's office for the Re-Grow landscaping project, increasing the Repair & Maintenance Budget by \$1,000. Seconded by Vicky Sarine; carried.
8. To transfer \$300 from E-Materials Budget to E-Content Maintenance Budget. Seconded by Nancy Clifford; carried.
9. To transfer \$1,500 from Family Fun Passes Budget to Postage & Freight Budget. Seconded by Kayla Andrews; carried.

The next meeting of the Board of Trustees will be the Re-Organizational Meeting on Thursday, July 20, 2023 at 7:30 PM.

Meeting adjourned at 9:15 PM.

:sjn

DRAFT 5/24/23