

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

July 21, 2022

Trustees Present

Patricia Nolan, Pres.
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 Re-Organizational Meeting at 7:42 PM in the Library.

Trustees Marie (Vicky) Sarine and Nancy Clifford executed their Oaths of Office for their newly elected terms of 2022-2027.

Nominations for Officer Ships: Pat Nolan opened nominations:

Vicky Sarine nominated Pat Nolan for the office of President
Pat Nolan nominated Kayla Andrews for the office of Vice President
Lisa Neyman nominated Nancy Clifford for the office of Secretary

Vicky Sarine cast her vote for the slate of nominated officers and affirmed the nominations.

Appointment of Committee Chairs: Pat Nolan appointed Committee Chairs as follows:

Lisa Neyman	Audit & Finance (final year)
Lisa Neyman	Property
Kayla Andrews	Legislative/Grant
Lisa Neyman	Capital Project Committee
Nancy Clifford	Village Centennial Committee

Committee Chairs appointed members as follows:

Audit & Finance	Jill Cronin, Sandy Newman and Pat Nolan
Property	Jill Cronin, Sandy Newman
Legislative/Grant	Jill Cronin, Sandy Newman
Capital Project	Jill Cronin, Sandy Newman, Vicky Sarine
Village Centennial	Dody Nicholas, Aimee Morrow

Assignment of Outside Professionals: Lisa Neyman made a *motion* to accept the list of assignments, seconded by Vicky Sarine and carried:

Independent Auditor	Nugent & Haeussler, P.C.\
Bank(s)	Webster Bank (formerly Sterling National Bank)
Computer Consultant	T/B/D
HVAC/Elec./Plumbing	Ed Schradin
Fire Inspector	**Provided by School District

Attorney	Kevin Preston, Esq.
Insurance Agency	Seely & Durland, Inc. – Commercial Millennium Medical Solutions – Employee Benefits
Alarm System	Safe & Sound Home Services Corp.
Phones	VoiceCom
Security Cameras	T/B/D

Finance Designations: Lisa Neyman made the following assignments:

Check signing	Nancy Clifford Kayla Andrews
Purchase Orders	Jill Cronin
Invoices	Suzanne Trazino
Alternate	Lisa Neyman

.....
President, Pat Nolan opened the regular business meeting at 7:52 PM

Previous Minutes

Nancy Clifford made a *motion* to accept the May 2022 minutes as presented. Seconded by Lisa Neyman; carried.

Director’s Report

Report attached. Additional items include:

Decision regarding the RCLS IT and ILS service agreements tabled until the next meeting.

Legislative/Grant Committee

Lisa Neyman made the following resolution to approve Renovation Phase IV applications, which passed unanimously:

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 (FY 2022-2023)
- RCLS application for New York State Construction Aid letter

Renovation Committee

Lisa Neyman made the following *motions*:

1. To accept the quote from TM Brennan Service, Inc. for installation of the new HVAC units in the program room in the amount of \$25,906 as part of the Phase III renovation. Seconded by Nancy Clifford; carried.
2. To accept the proposal by LAN Associates for their services in Phase IV of the Renovation Project in the amount of \$12,950.00. Seconded by Vicky Sarine; carried.

The Board entered *executive session* at 9:08 PM to discuss the personnel review of one part time Library Clerk, the status of one part time Custodian and one patron incident report. Regular session resumed at 9:35 PM.

Human Resource/By-Laws Committee

Vicky Sarine made the following *motions*:

1. To accept the annual personnel review of part time Library Clerk, Lisa Franke, granting the balance of her budgeted salary increase, effective 9/13/22. Seconded by Kayla Andrews; carried.
2. To accept the verbal resignation of part time Custodian, Alan Nelson, tendered in person to Jill Cronin on Thursday July 21, 2022 between the hours of 9-10 AM. This resignation will be effective immediately; however, the Library will compensate Mr. Nelson for the 2 weeks' notice he offered. Seconded by Lisa Neyman; carried.

Audit & Finance Committee

Lisa Neyman made the following *motions*:

Fiscal Year 2021-2022

1. To accept the May, 2022 financial statements as presented. Seconded by Vicky Sarine; carried.
2. To accept the Internal Claims Auditor reports for 6/2/22, 6/16/22, 6/30/22 and 7/14/22. Seconded by Kayla Andrews; carried.
3. To increase the Digitization Expense Budget by \$250.00 to reflect restricted revenue received to date. Seconded by Vicky Sarine; carried.
4. To increase the Phase III Renovation Expense Budget by \$119,929.37 to reflect spending to date. Seconded by Kayla Andrews; carried.

Fiscal Year 2022-2023

1. To create Account #4301, "Janitorial Supplies Expense" in the General Ledger. Seconded by Vicky Sarine; carried.
2. To transfer \$3,000 from Supplies Expense to Janitorial Supplies Expense. Seconded by Vicky Sarine; carried.
3. To increase the Adult Program Expense Budget by \$1,000 to reflect restricted donation/revenue received. Seconded by Kayla Andrews; carried.
4. To transfer \$100,000 from the Unreserved Fund Balance to the Capital Reserve Fund Balance for completion of Phase III and initiation of Phase IV. Seconded by Nancy Clifford; carried.

5. To transfer \$100,000 from the Webster Investment Account to the Webster Operating Account. Seconded by Vicky Sarine; carried.
6. To transfer \$100,000 from the Webster Investment Account to the Webster Payroll Account. Seconded by Nancy Clifford; carried.

The next meeting of the Board of Trustees will be Thursday, September 22, 2022 at 7:30 PM in the Library.

Meeting adjourned at 9:42 PM.

:sjn
7/22/22

Greenwood Lake Public Library
Board of Trustees
Meeting Minutes
9/22/22

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandy Newman, Treasurer

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

Previous Minutes

Nancy Clifford made a *motion* to accept the July, 2022 meeting minutes as presented. Seconded by Lisa Neyman; carried.

Director's Report

Report attached. Additional items include:

- The Library will participate in the Village's "Trail of Terror" on 10/22/22 with a table giving away flashlights and books.
- Two NYS Troopers entered the library last week posing as individuals who wanted to use our 3-D printers to print guns as a "test" of our policies and enforcement. Our policies held.
- Central Library has allocated additional funding for two databases, "Comics Plus" and "Learn It Live" (which is being further scrutinized).

The Board entered *executive session* at 8:37 PM to discuss the annual review of one full time library clerk, and a counseling session with another employee. Regular meeting resumed at 9:07 PM.

Human Resource/By-Laws Committee

Vicky Sarine made a *motion* to accept the personnel review of Full Time Library Clerk, Dody Nicholas, granting her budgeted salary increase, effective 10/7/22. Seconded by Kayla Andrews; carried.

The By-Laws Committee will meet on 10/10/22 at 6:30 PM to discuss changes to the Personnel Manual and to the Policies Manual.

Audit & Finance Committee

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

1. To accept the June 2022 year-end closing financial statements.
2. To accept the Internal Claims Auditor reports for 7/28, 8/8, 8/11, 8/25, 9/7 and 9/21.

3. To increase the Phase III Renovation Expense budget by \$1,767.15 to reflect spending to date.
4. To increase the Phase IV Renovation Expense budget by \$175.00 to reflect spending to date
5. To transfer \$25,000 from the Webster Investment Account to the Webster Operating Account.

Lisa Neyman made the following *motions* which were seconded by Kayla Andrews and carried:

6. To accept the financial statements for July and August 2022
7. To transfer \$12,500 from Gross Wages Expense to Maintenance Contract Expense to cover the cost of our cleaning service.
8. To transfer \$75,000 from the Webster Investment Account to the Webster Payroll Account.

Greenwood Lake Centennial Committee

Nancy Clifford reported that she has met with Dody Nicholas and Aimee Morrow and established what everyone will be working on. The committee will meet again in approximately 2 months.

Old Business

Lisa Neyman made a *motion* that the Library accepts the agreement with RCLS for Integrated Library System participation (ILS). Costs to be outlined in the RCLS annual budget proposal under Automation. Seconded by Nancy Clifford; carried.

Lisa Neyman made a *motion* that the Library accepts the IT Services Contract with RCLS, opting for a Hybrid Library System, in the amount of \$8,753.00. Seconded by Nancy Clifford; carried.

New Business

Nancy Clifford put forth the following resolution, which was passed unanimously:

Resolved, by the Board of Trustees of The Greenwood Lake Public Library that Records Retention and Disposition Schedule MI-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

Further Resolved, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in Records Retention and Disposition Schedule MI-1 after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Schedule of records authorized for destruction attached.

The Board viewed and judged the submissions for the Children’s Sidewalk Chalk art contest and chose “Boy Reading” by Nicholas DelVecchio as the winner of the contest.

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

Meeting adjourned at 9:35 PM.

:sjn
9/23/22

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

October 20, 2022

Trustees Present

Patricia Nolan, Pres.
Kayla Andrews, V.P.
Nancy Clifford, Secretary
Lisa Neyman, Finance Officer

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Trustee Vicky Sarine's absence was excused.

Pat Nolan opened the meeting at 7:38 PM in the library's program room.

Previous Minutes

Nancy Clifford made a *motion* to accept the September, 2022 meeting minutes as presented. Seconded by Lisa Neyman; carried.

Director's Report

Report attached. Additional items include:

- Kayla Andrews made a *motion* that effective January 2, 2023 through the beginning of Daylight Savings Time on March 12, 2023, the Greenwood Lake Public Library will adopt "winter hours", closing at 8PM rather than 9PM on Tuesdays, Wednesdays and Thursdays. Seconded by Lisa Neyman; carried.

The Board entered *executive session* on 8:23 PM to discuss the annual personnel reviews of one part time clerk, one full time library assistant and one part time account clerk. Additionally, the Board reviewed proposed amendments to the Personnel Manual. Regular meeting resumed at 8:47 PM.

Human Resource/By-Laws Committee Report

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

1. To accept the annual personnel review of part time Library Clerk, Patricia Donovan, granting the remaining portion of her budgeted salary increase, effective 11/16/22. Seconded by Kayla Andrews; carried.
2. To accept the annual personnel review of full time Library Assistant/Children's, Amber Kirkwood, granting her permanent status and the remaining portion of her budgeted salary increase, effective 11/9/22. Seconded by Nancy Clifford; carried.
3. To accept the annual personnel review of part time Account Clerk/Internal Claims Auditor, Susanne Trazino, granting the remaining portion of her budgeted salary increase, effective 11/1/22. Seconded by Kayla Andrews; carried.
4. To renew with our current health insurance providers – MVP Healthcare and Oxford Benefit Management/United Healthcare – effective 12/1/22. Seconded by Kayla Andrews; carried.

5. To accept the proposed amendments to the Personnel Manual regarding paid time off to comply with recent changes enacted by NYS DOL, effective immediately. Seconded by Nancy Clifford; carried. **see attached*

Audit & Finance Committee Report

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

1. To accept the September, 2022 financial statements as presented.
2. To accept the Internal Claims Auditor reports from 10/5/22 and 10/19/22.
3. To increase the Phase III Renovation Expense budget by \$18,501.88 to reflect spending to date.
4. To increase the Phase IV Renovation Expense budget by \$2,335.00 to reflect spending to date.
5. To increase the Digitization Expense budget by \$200.00 to reflect donations received in September.
6. To increase the Adult Program Expense budget by \$400.00 to reflect program fees collected in September.

Old Business

Kayla Andrews made a *motion* to accept the 2023 RCLS Operating Budget. Seconded by Nancy Clifford; carried.

New Business

Mary Sheeran, our Adult Services Coordinator, received a glowing letter of appreciation from program presenter, Donna Atkins (see attached).

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

Meeting adjourned at 9:07 PM.

:sjn

10/25/22

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

November 17, 2022

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Pat Nolan opened the meeting at 7:38 PM in the library's program room. Lisa Neyman's absence is excused.

Previous Minutes

Nancy Clifford made a motion to accept the October, 2022 minutes as presented. Seconded by Vicky Sarine; carried.

Director's Report

Report attached.

The Board entered *executive session* at 7:48 PM to discuss the personnel reviews of two full time Library Clerks, one Library Assistant and the Treasurer. Regular meeting resumed at 8:15 PM.

Human Resource/By-Laws Committee

Report attached. Vicky Sarine made the following motions:

1. To accept the annual personnel review of Full Time Library Clerk, Brenda Downs, granting the balance of her budgeted salary increase, effective 12/1/22. Seconded by Nancy Clifford; carried.
2. To accept the annual personnel review of Full Time Library Clerk, Aimee Morrow, granting the balance of her budgeted salary increase, effective 1/1/23. Seconded by Kayla Andrews; carried.
3. To accept the annual personnel review of Library Assistant, Christopher Wheeling, granting the balance of his budgeted salary increase, effective 1/2/23. Seconded by Kayla Andrews; carried.
4. To accept the annual personnel review of Library Treasurer, Sandra Newman, granting the balance of her budgeted salary increase, effective 1/7/23. Seconded by Kayla Andrews; carried.

The By-Laws Committee will meet on Thursday, January 12, 2023 at 6PM in the library to review the Sexual Abuse/Molestation Policy proposals.

Audit & Finance Committee

Report attached. Vicky Sarine made the following motions:

1. To accept the October 2022 financial statements as presented. Seconded by Kayla Andrew; carried.
2. To accept the Internal Claims Auditor reports for 11/2/22 and 11/16/22. Seconded by Kayla Andrews; carried.
3. To increase the Adult Program Budget expense by \$650.00 to reflect program fees collected. Seconded by Kayla Andrews; carried.
4. To increase the Phase III Renovation Budget expense by \$24,580.00 to reflect spending to date. Seconded by Nancy Clifford; carried.
5. To transfer \$100,000 from the Webster Investment Account to the Webster Operating Account. Seconded by Kayla Andrews; carried.
6. To transfer \$100,000 from the Webster Investment Account to the Webster Payroll Account. Seconded by Nancy Clifford; carried.
7. To deposit both the first tax revenue check for fiscal year 2022/23, and the first grant check for Phase III Renovations in the Webster Investment Account upon receipt. Seconded by Kayla Andrews; carried.
8. To accept the June 30, 2022 independent Audit Report, excluding the Management Letter until one statement is addressed. Seconded by Kayla Andrews; carried.

The Annual Staff and Board meeting will be Monday, December 5, 2022 at Emerald Point restaurant in Greenwood Lake.

The next meeting of the Board of Trustees will be Thursday, January 19, 2023 at 7:30 PM in the Library.

Meeting adjourned at 8:40 PM.

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**GREENWOOD LAKE PUBLIC LIBRARY
ANNUAL BOARD OF TRUSTEES & STAFF MEETING**

12/5/22

The business meeting was not opened due to lack of a quorum. In attendance at Emerald Point:

Vicky Sarine, Trustee
Nancy Clifford, Board Secretary

Jill Cronin, Director
Sandra Newman, Treasurer

Christopher Wheeling, Library Assistant
Amber Kirkwood, Library Assistant/Children's
Doris Chu, Principal Clerk/Head of Circ/Reference

Brenda Downs, Library Clerk
Aimee Morrow, Library Clerk
Lisa Franke, Library Clerk
Pat Donovan, Library Clerk
Rachel Trusewicz, Library Clerk

Vicky Sarine welcomed the staff, thanking them for creating such a great atmosphere in the library, providing excellent service to the community, and for their ability to keep things running smoothly in spite of the on-going renovations. Special recognition was given to Brenda Downs on her 25th anniversary with the Library (12/1/22).

All other business will be held until the next meeting of the Board on Thursday, January 19, 2023 at 7:30 PM in the library.

:sjn
12/6/22

Greenwood Lake Public Library
Board of Trustees
Meeting Minutes

January 19, 2023

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Nancy Clifford's absence was excused.

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

Previous Minutes

Lisa Neyman made a *motion* to accept the minutes from November and December, 2022 as presented. Seconded by Vicky Sarine; carried.

Director's Report

Attached

The Board entered *executive session* at 8:20 PM to discuss patron incidents, the personnel review of one part time Library Clerk and the promotional appointment of one Principal Library Clerk. Regular meeting resumed at 8:45 PM.

Vicky Sarine made a *motion* to suspend all library privileges, including access to the property, of patrons Scott Hollowell and Christine Tyler for violations of our policies "Use of the Library" section A; 11. Seconded by Lisa Neyman; carried.

Human Resource Committee

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

1. To accept the annual personnel review of part time Library Clerk/Adult Services, Mary Sheeran, granting the balance of her budgeted salary increase, effective 2/1/23. Seconded by Kayla Andrews; carried.
2. To promote fulltime Library Clerk/Computer Services, Aimee Morrow, to the position of Principal Library Clerk from the Certification of Eligibles, granting her an increase of \$2.00/hour effective 1/18/23.

The Civil Service Appointing Authorities for 2023 will be Jill Cronin, Sandra Newman and Vicky Sarine.

By-Laws Committee

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

1. To amend Section III – Salary Administration/Raises by removing the last sentence of the first paragraph, “Salaries will not exceed.....”
2. To amend Section V – Conditions of Work/Sexual Harassment Policy by moving that policy to its own section (XI).
3. To amend Section VIII – Sick Leave, Paid Time Off (PTO) and Holidays/Sick Leave by including the requirement of a doctor’s note to return to work.

Vicky Sarine made the following *motion* for amendment to the Policies Manual, which was seconded by Kayla Andrews and carried:

4. To amend the Photography Policy (X) to reflect “First Amendment Audits” guidelines.

The items remaining on the By-Laws Committee report were tabled until the February meeting.

Audit & Finance Committee

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

1. To accept the financial statements for November and December 2022 as presented. Seconded by Kayla Andrews; carried.
2. To accept the Internal Claims Auditor reports for 12/15/22, 12/28/22 and 1/11/23. Seconded by Vicky Sarine; carried.
3. To transfer \$100,000 from the Webster Investment Account to the Webster Payroll Account. Seconded by Kayla Andrews; carried.
4. To transfer \$98,640.00 from the Unexpended Fund Balance to the Capital Reserve Fund Balance to reflect the first grant reimbursement for Phase III. Seconded by Vicky Sarine; carried.
5. To increase the Renovation Phase III budgeted expense by \$25,906.00 to reflect spending to date. Seconded by Kayla Andrews; carried.
6. To accept Nugent & Haeussler’s letter of engagement for services this fiscal year ending 6/30/23 in the amount of \$8,325.00. Seconded by Vicky Sarine; carried.

The Budget Committee will meet at 8:30 AM on Tuesday, February 14th in the library to discuss the 2023/2024 operating budget.

The next meeting of the Board of Trustees will be Tuesday, February 28, 2023 at 7:30 PM in the library.

Meeting adjourned at 9:40 PM.

:sjn
1/20/23

Greenwood Lake Public Library
Board of Trustee
Meeting Minutes

February 28, 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 7:35 PM in the library's program room.

Previous Minutes

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

The Board entered *executive session* at 7:40 PM to discuss the outcome of a patron incident report reported at the January meeting, and to discuss the annual personnel reviews of three employees. Regular session resumed at 8:08 PM.

Director's Report

Report attached.

Human Resource Committee

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

1. To accept the annual personnel review of Principal Library Clerk/Head of Circulation, Doris Chu, granting her the balance of her budgeted salary increase, effective 3/12/23. Seconded by Lisa Neyman; carried.
2. To accept the annual personnel review of Full Time Library Clerk, Rachel Trusewicz, granting her the balance of her budgeted salary increase, effective 3/1/23. Seconded by Lisa Neyman: carried.
3. To accept the annual personnel review of Property Superintendent, Alexander Nicholas. Seconded by Kayla Andrews; carried.

By-Laws Committee

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

1. To accept both the amendment to the Personnel Policy's "Hiring Practices" and the addition of a Prevention of Sexual Abuse and Molestation policy. Seconded by Lisa Neyman; carried.
2. To accept the amendment to the Personnel Manual's "Employee Benefits" policies, with a reimbursement cap clarification for Medicare reimbursement. Seconded by Nancy Clifford; carried.

Audit & Finance Committee

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

1. That the 2023/2024 Greenwood Lake Public Library operating budget remain within the limits of the New York State tax cap. Seconded by Vicky Sarine; carried.
2. To accept the January 2023 financial statements as presented. Seconded by Vicky Sarine; carried.
3. To accept the Internal Claims Auditor reports for 1/25/23, 2/8/23 and 2/22/23. Seconded by Kayla Andrews; carried
4. To increase the Digitization Expense Budget by \$100.00 to reflect restricted donations deposited in February. Seconded by Nancy Clifford; carried.
5. To increase the Phase III Renovation Budget by \$3,987.00 to reflect spending to date. Seconded by Kayla Andrews; carried.
6. To utilize a portion of the “Bullet Aid” money received from Senator Skoufis’ office for the installation of a new camera/security system. Seconded by Vicky Sarine; carried.

Centennial Committee

Nancy Clifford reported that she and Dody Nicholas will meet next Thursday to review materials available for the Centennial.

New Business

Nancy Clifford made the following *motions*:

1. That the Board appoints Sandra Newman as the library’s Election Chairperson for the 2023 budget vote. Seconded by Lisa Neyman; carried.
2. That the schedule for the 2023 Annual Meeting and Budget Vote be accepted as presented. Seconded by Lisa Neyman; carried.

The next meeting of the Board of Trustees will be Tuesday, March 21, 2023 at 7:30 PM in the library.

Meeting adjourned at 9:45 PM.

:sjn

3/1/23

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

March 21, 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, Treas.

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

Previous Minutes

Nancy Clifford made a *motion* to accept the February 2022 minutes as presented. Seconded by Vicky Sarine; carried.

Director's Report

Report attached.

The Board entered *executive session* at 7:58 PM to discuss two annual personnel reviews and one employee leave issue. Regular meeting resumed at 8:47 PM.

Human Resource Committee

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

1. To table the annual personnel review of Jill Cronin, Director, but approve her budgeted salary increase, effective 4/6/23. Seconded by Kayla Andrews; carried.
2. To accept the annual personnel review of part time Account Clerk, Jennifer El-Riafi, granting her permanent status and approving her budgeted salary increase, both effective 4/14/23.

By Laws Committee

Report attached. Vicky Sarine made a *motion* to amend the General Objectives/Article VI-Meetings by adding Section J) Video conferencing. Seconded by Lisa Neyman; carried.

Audit & Finance Committee

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

1. To accept the February 2023 financial statements as presented. Seconded by Vicky Sarine; carried.
2. To transfer \$100,000 from the Webster Investment Account to the Webster Payroll Account. Seconded by Kayla Andrews; carried.
3. To accept the Claims Auditor Report for 3/8/23. Seconded by Kayla Andrews; carried.
4. To accept the 2023/2024 Fiscal Operating Budget as presented. Seconded by Vicky Sarine; carried.

Centennial Committee

Nancy Clifford reported that village committee member, Marilyn Hayden had told that committee that she has secured the Library as a venue for events. Jill Cronin will follow up with Marilyn to clarify this.

Old Business

1. Vicky Sarine made a ***motion*** to set the Election Inspector's rate of pay for the Annual Meeting and Budget Vote on 5/18/23 at \$175 for the Noon – 8 shift. Seconded by Lisa Neyman; carried.
2. Kayla Andrews made a ***motion*** to accept the Annual State Report for fiscal year ending 6/30/22. Seconded by Vicky Sarine; carried.

The next meeting of the Board will be Thursday, April 20, 2023 at 7:30 PM in the library.

Meeting adjourned at 9:30 PM.

:sjn

3/22/23

Greenwood Lake Public Library
Board of Trustees
Meeting Minutes

April 20, 2023

Trustees Present

Pat Nolan, Pres.
Kayla Andrews, V.P.
Nancy Clifford, Secretary

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Absences by trustees Lisa Neyman, Finance Officer and Vicky Sarine were both excused.

Pat Nolan opened the meeting at 7:37 PM in the library's staff room.

Previous Minutes

Nancy Clifford made a *motion* to accept the March 2023 meeting minutes as presented. Seconded by Kayla Andrews; carried.

Director's Report

Report attached

The Board entered executive session at 8:05 PM to conduct the Library Director's annual review. Regular meeting resumed at 8:27 PM.

Human Resource Committee

Report attached

Nancy Clifford made a *motion* to accept the annual personnel review of Library Director, Jill Cronin. Seconded by Kayla Andrews; carried.

Audit & Finance Committee

Report attached

Kayla Andrews made the following *motions*, which were seconded by Nancy Clifford and carried:

1. To accept the March, 2023 financial statements as presented
2. To accept the Internal Claims Auditor reports for 3/23/23, 4/5/23 and 4/19/23.
3. To transfer \$50,000 from the Webster Investment Account to the Webster Operating Account

Nancy Clifford made the following *motions*, which were seconded by Kayla Andrews and carried:

1. To transfer \$5,500 from Gross Wages Expense to Fuels and Utilities Expense
2. To increase the Phase III Renovation Expense budget by \$2,402.22 to reflect amounts encumbered on 7/1/22 but not carried.

Centennial Committee

Nancy Clifford reported that the committee was seeking venues to sell “Ball Drop” tickets. The Library will serve as one outlet.

New Business

Nancy Clifford made a *motion* to accept the ballot for the 5/18/23 Budget Vote. Seconded by Kayla Andrews; carried.

The next meeting of the Board of Trustees will be Thursday, May 18, 2023 at 7:30 PM in the library.

Meeting adjourned at 8:45 PM.

:sjn
4/21/23

Greenwood Lake Public Library
Board of Trustees
Meeting Minutes

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