

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

July 20, 2023

**Trustees Present**

Pat Nolan, President  
Lisa Neyman, Finance Officer  
Nancy Clifford, Secretary

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Pat Nolan opened the re-organizational meeting at 7:30 PM in the library's staff room.

**Nomination of Officers**

Presiding President, Pat Nolan, opened nominations as follows:

Lisa Neyman nominated Kayla Andrews for the office of President. Seconded by Nancy Clifford.

Lisa Neyman nominated Nancy Clifford for the office of Vice President. Seconded by Pat Nolan

Lisa Neyman nominated Vicky Sarine for the office of Secretary. Seconded by Nancy Clifford

Lisa Neyman nominated Pat Nolan for the three year term of Finance Officer (thru 6/30/26). Seconded by Nancy Clifford.

Presiding Secretary, Nancy Clifford affirmed this slate of nominated officers.

**Appointment of Committee Chairs**

New Vice President, Nancy Clifford, appointed Chairpersons as follows:

Pat Nolan – Audit & Finance

Vicky Sarine – Human Resources/By-Laws

Lisa Neyman – Property

Pat Nolan – Legislative/Grant

Lisa Neyman – Capital Project

Nancy Clifford – Village Centennial

Committee Chairs appointed Jill Cronin and Sandra Newman as standing members of all committees. Jennifer El-Rifai was appointed to the Audit & Finance Committee.

**Assignment of Outside Professionals**

Lisa Neyman made a *motion* to accept the following list of assignments:

Independent Auditor

Nugent & Haeussler, P.O.

Bank

Webster Bank (Sterling National)

Computer Consultants

***To Be Determined***

HVAC/Elec./Plumbing

Ed Schradin & Son

Fire Inspector	Provided by the GWLUFSD
Attorney	Kevin Preston, Esq.
Insurance Agency	Seely & Durland, Inc.
Alarm and Camera Systems	Safe and Sound Home Services Corp.
Phones	VoiceCom

**Finance Designations**

Pat Nolan made the following assignments:

Check signing	Vicky Sarine & Kayla Andrews
Purchase Orders	Jill Cronin
Invoice auditing	Susanne Trazino
Alternate	Pat Nolan

The new Vice President, Nancy Clifford opened the regular business meeting at 7:46 PM.

**Previous Minutes**

Lisa Neyman made a *motion* to accept the May, 2023 minutes as presented. Seconded by Pat Nolan; carried.

**Director's Report**

Report attached

The Board entered *executive session* at 8:17 PM to discuss personnel reviews, resignations and a patron incident. Regular meeting resumed at 8:38 PM.

**Human Resources/By-Laws Committee**

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

1. To accept the annual personnel review of part time clerk, Lisa Franke, granting her budgeted salary increase, effective September 13, 2023. Seconded by Lisa Neyman; carried.
2. To accept the resignation of full time clerk, Dody Nicholas, effective June 9, 2023. Seconded by Lisa Neyman; carried.
3. To accept the resignation of part time property superintendent, Alexander Nicholas, effective June 12, 2023. Seconded by Lisa Neyman; carried.
4. To amend the personnel manual, page 12 & 13, "Attendance at Conferences, Meetings and Workshops" to include consideration for tuition reimbursement (see attached). Seconded by Lisa Neyman; carried.
5. To adopt the updated Materials Challenge Form as an addendum to the Material Selections Policy. Seconded by Nancy Clifford; carried.
6. To reimburse employee Aimee Morrow for 50% of the tuition for her Computer Information Systems class. Seconded by Nancy Clifford; carried.

**Legislative/Grant Committee**

The Board of Trustees unanimously adopted the following resolution:

**Resolution for Aid and RCLS Assurance**

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.

**Audit & Finance Committee**

For fiscal year 2022-2023 - Lisa Neyman made the following *motions*:

1. To accept the May 2023 financial statements as presented. Seconded by Nancy Clifford; carried.
2. To accept the Internal Claims Auditor reports for 5/31/23, 6/14/23 and 6/30/23. Seconded by Pat Nolan; carried.
3. To transfer \$200.00 from Janitorial Supplies Expense to Office Supply Expense. Seconded by Pat Nolan; carried.
4. To increase the Phase IV Renovation Expense by \$3,915.32 to reflect spending through 6/3/23. Seconded by Pat Nolan; carried.
5. To increase Phase III Renovation Expense by \$0.28 to correct the prior entry. Seconded by Nancy Clifford; carried.
6. To restrict the remaining \$5,560.00 in Bullet Aid received to #4510 Repairs and Maintenance Expense. Seconded by Pat Nolan; carried.

For fiscal year 2023-2024 – Pat Nolan made the following *motions*:

1. To accept the Internal Claims Auditor report for 7/12/23. Seconded by Lisa Neyman; carried.
2. To transfer \$50,000 from the Webster Investment Account to the Webster Payroll Account. Seconded by Nancy Clifford; carried.

**Village Centennial Committee**

Nancy Clifford reported that there will be two upcoming fundraisers: A Cocktail Party on the Beach 10/8/23 and a Casino Night at the Legion 11/17/23.

The next meeting of the Board of Trustees will be Thursday, 9/21/23 at 7:30 PM in the library.

Meeting adjourned at 9:02 PM.

:sjn

7/21/23