

GREENWOOD LAKE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES

September 21, 2023

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Kayla Andrews opened the meeting at 8:00 PM in the library program room. Nancy Clifford's absence was excused.

Previous Minutes

Lisa Neyman made a *motion* to accept the minutes of July 20, 2023. Seconded by Pat Nolan; carried.

Director's Report

Report attached. Additional items include:

1. Pat Nolan made a *motion* that the library adopts winter hours (closing at 8PM on Tuesday, Wednesday and Thursday) from January 2nd through March 10, 2024. Seconded by Lisa Neyman; carried.
2. Lisa Neyman made a *motion* that the \$60,000 remaining in the Phase IV Renovation budget be utilized to build the over frame structure on the roof to remediate current drainage issues. Seconded by Pat Nolan; carried.

Human Resource/By-Laws Committee

Vicky Sarine made the following *motions*:

1. To appoint Judy Cruz Palma as Part Time Library Clerk, effective 9/26/23, at a rate of \$15.00/hour. Seconded by Lisa Neyman; carried.
2. To replace the current language in our Sexual Harassment Policy with the language provided by New York State (see attached). Seconded by Lisa Neyman; carried.

Audit & Finance Committee

Report attached. Lisa Neyman made the following *motions* for the 2022-2023 fiscal year via e-mail on 8/3/23:

1. To transfer \$100 from Janitorial Supplies Expense to Office Supplies Expense. Seconded by Pat Nolan; carried.
2. To transfer \$1,450 from Employee Health Insurance Expense to Worker's Compensation Insurance Expense. Seconded by Nancy Clifford; carried.
3. To transfer \$50 from Travel & Workshops Expense to Postage & Freight Expense. Seconded by Nancy Clifford; carried.

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

1. To accept the financial statements for June and July (balance sheets pending adjustment from Auditor). Seconded by Vicky Sarine; carried.
2. To accept the financial statements for August (balance sheet and income statement pending adjustment from auditor and close of July general ledger). Seconded by Vicky Sarine; carried.
3. To accept the Internal Claims Auditor Reports for 7/26/23, 8/9/23, 8/23/23, 9/6/23 and 9/20/23. Seconded by Lisa Neyman; carried.
4. To increase the Repair & Maintenance Expense budget by \$2,425.00 to reflect “Bullet Aid” money spent on landscaping. Seconded by Vicky Sarine; carried.
5. To transfer \$75,000 from Webster Investment Account to Webster Payroll Account. Seconded by Lisa Neyman; carried.
6. To transfer \$100,000 from Webster Investment Account to Webster Operating Account. Seconded by Vicky Sarine; carried.
7. To increase the Phase IV Renovation Expense Budget by \$12,036.50 to reflect spending to date. Seconded by Lisa Neyman; carried.

New Business

1. Vicky Sarine made a motion to accept the Records Retention and Destruction Authorization for 2022-2023. Seconded by Lisa Neyman; carried.

The Annual Board of Trustee and Staff meeting will be scheduled for Monday, December 4, 2023. Details to follow.

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

Meeting adjourned at 9:10 PM.

:sjn

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