

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

October 19, 2023

Trustees Present

Nancy Clifford, V.P.
Vicky Sarine, Secretary
Patricia Nolan, Finance Officer

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Nancy Clifford opened the meeting at 7:47 PM. Lisa Neyman's and Kayla Andrews's absences were both excused.

Previous Minutes

Vicky Sarine made a *motion* to accept the September, 2023 meeting minutes as presented. Seconded by Pat Nolan; carried.

Director's Report

Report attached. Additional item include:

1. Pat Nolan made a *motion* to accept the 2024 Holiday Schedule. Seconded by Vicky Sarine; carried.
2. Vicky Sarine made a *motion* to accept the 2024 RCLS Budget. Seconded by Pat Nolan; carried.

Vicky Sarine put forward the following *resolution*, which was seconded by Pat Nolan and carried:

Whereas the Greenwood Lake Public Library and Ramapo Catskill Library System are party to an agreement for Integrated Library System Participation with a five-year term beginning January 1, 2023; and

Whereas the Directors' Association voted to change the current ILS vendor, SirsiDynix, to the new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore

Be it resolved that the library hereby agrees with the Director's Association and votes in favor of switching ILS providers from SirsiDynix to ByWater Solutions.

The Board entered into *executive session* at 8:14 PM to discuss the annual personnel reviews of one part time Library Clerk, one part time Account Clerk and one full time Library Assistant (Children's Services), as well as communication with the Department of Labor. Regular session resumed at 8:42 PM.

Human Resource/By-Laws Committee

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

1. To accept the personnel review of part time Library Clerk, Patricia Donovan, granting her budgeted salary increase, effective 11/16/23.
2. To accept the personnel review of Library Assistant Children's Services, Amber Kirkwood, granting her budgeted salary increase, effective 11/9/23.
3. To accept the personnel review of part time Account Clerk, Susan Trazino, granting her budgeted salary increase, effective 11/1/23.
4. To change Principal Library Clerk position #27403 to a full time Library Assistant position.
5. To submit full time Principal Library Clerk, Doris Chu, for a Non-Competitive *Promotion* examination once the slot is created.
6. To reimburse Principal Library Clerk (Computer Services), Aimee Morrow, 50% of her tuition expense for a course on PC and Device Fundamentals.
7. To renew our current employee health insurance coverage with MVP Healthcare, Inc. and United Healthcare/Oxford Benefit Management's Dental/Vision/Life plan.

Audit & Finance Committee

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

1. To accept the June, July and August, 2023 Balance Sheets and Income Statements.
2. To accept the September 2023 financial statements as presented
3. To accept the Internal Claims Auditor reports for 10/4/23 ad 10/18/23
4. To increase the Adult Program Budget expense by \$330 to reflect program fees collected
5. To increase the Phase IV Budget expense by \$560.00 to reflect spending to date
6. To deposit the first tax payment from the GWLUFSD, expected in early November, into the Webster Investment Account upon receipt.
7. To accept the 2022/2023 Annual Financial Report prepared by Nugent & Haeussler

New Business

Letter from the Greenwood Lake Public Library Board of Trustees to the Greenwood Lake Board of Education re: conflicts over Waterstone Road access is attached.

The next meeting of the Board of Trustees will be Thursday, November 16, 2023 at 7:30 PM in the library.

Meeting adjourned at 9:03 PM.

:sjn
10/25/23