

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

November, 2023

**Trustees Present**

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

**Staff Present**

Jill Cronin, Director  
Sandy Newman, Treasurer

Lisa Neyman's absence was excused. The Board welcomed guests Debra Searle and Jennifer El-Rifai.

Kayla Andrews opened the meeting at 7:45 PM.

**Previous Minutes**

Pat Nolan made a *motion* to accept the October meeting minutes as presented. Seconded by Nancy Clifford; carried.

**Director's Report**

Report attached.

The Board entered *executive session* at 8:07 PM to discuss the annual personnel reviews of one full time Library Clerk, one Principal Library Clerk, one Library Assistant and the Treasurer, as well as the appointment of one part time custodian and the status of a pending unemployment claim. Regular session resumed at 8:28 PM.

**Human Resource Committee**

Vicky Sarine made the following *motions*:

1. To accept the personnel review of full time Library Clerk, Brenda Downs, granting her budgeted salary increase, effective 12/1/23. Seconded by Pat Nolan; carried.
2. To accept the personnel review of full time Principal Library Clerk (Computer Services), Aimee Morrow, granting her budgeted salary increase, effective 1/2/24. Seconded by Pat Nolan; carried.
3. To accept the personnel review of full time Library Assistant, Christopher Wheeling, granting his budgeted salary increase, effective 1/1/24. Seconded by Nancy Clifford; carried.
4. To accept the personnel review of Library Treasurer, Sandra Newman, granting her budgeted salary increase, effective 1/7/24. Seconded by Pat Nolan; carried.
5. To appoint Christopher Ortiz to a part time Custodial position to handle building interior and exterior maintenance. Start date to be effective at the successful completion of his background check. Seconded by Pat Nolan; carried.

**Audit & Finance Committee**

Pat Nolan made the following *motions*:

1. To accept the October, 2023 financial statements as presented. Seconded by Vicky Sarine; carried.
2. To accept the Claims Auditor Reports for 11/1/23 and 11/15/23. Seconded by Vicky Sarine; carried.
3. To transfer \$100,000 from the Webster Investment Account to the Webster Operating Account and to the Webster Payroll account. Seconded by Nancy Clifford; carried.
4. To accept the Independent Audit Report for 6/30/23. Seconded by Vicky Sarine; carried.
5. To increase the Digitization Expense budget by \$10 to reflect restricted donations received. Seconded by Vicky Sarine; carried
6. To increase the Books Expense budget by \$30.95 to reflect a donation received “in memory” of J. Kuligovoski. Seconded by Vicky Sarine; carried.
7. To increase the Adult Program Expense budget by \$220 to reflect program fees collected. Seconded by Nancy Clifford; carried.

**Renovation Committee**

Jill Cronin reported the status of Phase IV Renovations - HVAC/DOAS project for the program room area. In addition, LAN Associates submitted proposal in the amount of \$9,250 for engineering services related to the roofing modifications.

1. Nancy Clifford made a *motion* to accept LAN’s proposal for engineering services for the roof modification portion of Phase IV; seconded by Vicky Sarine; carried.

**Centennial Committee**

Nancy Clifford reported that fundraising is ongoing with the Casino Night this Friday. More events to be announced in January.

**Old Business**

Kayla Andrews opened discussion regarding the proposed letter from our Board of Trustees to the Greenwood Lake Board of Education on the subject of school policies and events impacting our building access and parking. It was decided Kayla would redraft the letter to include the suggestion of an in person meeting with the appropriate parties, and then circulate it to the other Board members via e-mail for review and revision, if necessary.

The next meeting will be the Annual Board and Staff Meeting on Monday, December 4<sup>th</sup> at 5:30 PM at the Sunrise Family Restaurant. The next regular business meeting of the Board will be Thursday, January 18, 2024 at 7:30 PM in the library.

Meeting adjourned at 9:23 PM.

:sjn  
11/17/23