

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

DRAFT – February

**Trustees Present**

Kayla Andrews, Pres.  
Nancy Clifford, V.P.  
Pat Nolan, Finance Officer  
Deb Santarpia-Searle

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Kayla Andrews opened the meeting at 7:35 PM in the library program room. Trustee Vicky Sarine's absence was excused.

**Previous Minutes**

Nancy Clifford made a ***motion*** to accept the January 2024 minutes as presented. Seconded by Pat Nolan; carried.

**Director's Report**

Report attached. Additional items include:

- Pat Nolan made a ***motion*** to close the library from 9AM-Noon on Tuesday, April 23<sup>rd</sup> for staff meeting/training. Seconded by Nancy Clifford; carried.

A review of the feasibility study by LAN Associates for the Envelope Modifications and Entry Upgrades Project was tabled until the March meeting.

The Board entered ***executive session*** at 8:10 PM to discuss the personnel reviews of one part time Library Clerk, one full time Library Clerk and one Principal Library Clerk, as well as reviewing an incident report. Regular meeting resumed at 8:22 PM.

**Human Resource/By-Laws Committee**

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

1. To accept the annual personnel review of part time Library Clerk (Adult Services), Mary Sheeran.
2. To accept the annual personnel review of full time Library Clerk, Rachel Trusewicz, increasing her budgeted salary raise by \$.50 cents/hour, effective 3/1/24.
3. To accept the annual personnel review of full time Principal Library Clerk (Head of Circulation), Doris Chu, granting her budgeted salary increase, effective 3/12/24.

**Audit & Finance Committee**

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

1. To accept the January 2024 financial statements as presented

2. To accept the Internal Claims Auditor Reports for 1/25/24, 2/7/24 and 2/20/24.
3. To increase the Digitization Expense budget by \$200.00 to reflect donations received to date.
4. To increase the Phase IV Renovation Expense budget by \$1,326.25 to reflect spending to date.

Deb Searle made a ***motion*** that the Library remain within the New York State tax cap allowance for the 2024-2025 fiscal year budget. Seconded by Nancy Clifford; carried.

**Centennial Committee**

Nancy Clifford reported that the first event held at the library was a well-attended success. Coordination between the Committee and Mary Sheeran for upcoming events is on-going.

**New Business**

Pat Nolan made ***motions*** to:

1. Appoint Sandra Newman as Election Chairperson for the Annual Meeting Budget and Trustee Vote to be held on Thursday, May 16, 2024. Seconded by Nancy Clifford; carried.
2. Accept the schedule of Procedures for the 2024 Annual Meeting as outlined (see attached). Seconded by Nancy Clifford; carried.

The next meeting of the Board of Trustees will be Thursday, March 21<sup>st</sup> at 7:30 PM in the library.

Meeting adjourned at 9:17 PM.

:sjn  
2/27/24