

Greenwood Lake Public Library
Board of Trustees
Meeting Minutes

January 18, 2024

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Guest

Deborah Searle

Lisa Neyman's and Pat Nolan's absences were excused.

Kayla Andrews opened the meeting at 7:40 PM in the library program room.

Lisa Neyman tendered her resignation/retirement from the Board of Trustees after 25 years of service, effective this date. Her letter was read into the minutes. Vicky Sarine made a *motion* to accept Lisa's letter, seconded by Nancy Clifford; carried.

Vicky Sarine made a *motion* to appoint Deborah Searle to the open seat vacated by Lisa Neyman this date, to serve until the end of this fiscal term (6/30/24). Seconded by Nancy Clifford; carried.

Previous Minutes

Vicky Sarine made a *motion* to accept the November and December 2023 meeting minutes as presented. Seconded by Nancy Clifford; carried.

Director's Report

Report attached.

The Board entered *executive session* at 8:19 PM to discuss the personnel review of one part time Library Clerk and educational reimbursement for one Principal Library Clerk. Regular session reconvened at 8:26 PM.

Human Resource/By-Laws Committee

Report attached. Vicky Sarine made the following *motions*:

1. To table the personnel review of part time clerk/Adult Services, Mary Sheeran, while granting her budgeted salary increase, effective 2/1/24. Seconded by Deb Searle; carried.
2. To provide a 50% tuition reimbursement for a "Foundations of Networking" class to Principal Clerk/Computer Services, Aimee Morrow. Seconded by Nancy Clifford; carried.

Legislative/Grant Committee – see Director’s Report

Audit & Finance Committee

Report attached. Vicky Sarine made the following *motions*:

1. To accept the November and December 2023 financial statements as presented. Seconded by Nancy Clifford; carried.
2. To accept the Claims Auditor reports of 11/29/23, 12/13/23, 12/27/23 ad 1/10/24. Seconded by Nancy Clifford; carried.
3. To transfer \$100,000 from the Webster Investment Account to the Webster Operating Account. Seconded by Nancy Clifford; carried.
4. To transfer \$100,000 from the Webster Investment Account to the Webster Payroll Account. Seconded by Deb Searle; carried.
5. To increase the Adult Program Expense Budget by \$146.0 to reflect proceeds from the afghan raffle. Seconded by Deb Searle; carried.
6. To transfer \$700 from the DVD Expense Budget to the Travel & Workshop Expense Budget. Seconded by Nancy Clifford; carried.

Renovation Committee – see Director’s Report

Centennial Committee

Nancy Clifford reported that 2024 event dates have successfully kicked off. See the library’s calendar for events we will host.

Old Business

- Kayla Andrews reported that the letter to Elementary School Principal Connelly, the Superintendent and the Board of Education was well received. She will be contacting them for an in-person meeting date to further discuss our concerns.
- Trustee continuing education must be completed ASAP.

The next meeting of the board will be Tuesday, February 27th at 7:30 PM in the library.

Meeting adjourned at 8:55 PM.

:sjn

1/22/24