

**Greenwood Lake Public Library
Board of Trustees**

DRAFT

Meeting Minutes for April 17, 2024

Trustees Present

Kayla Andrews, Pres.
Nancy Clifford, V.P.
Vicky Sarine, Secretary
Pat Nolan, Finance Officer
Deborah Santarpia-Searle

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Kayla Andrews opened the meeting at 7:45 PM in the library program room.

Previous Minutes

Vicky Sarine made a *motion* to accept the March, 2024 meeting minutes as presented. Seconded by Deb Searle; carried.

The Board entered *executive session* at 7:47 PM to discuss the annual personnel review of one Library Manager and one part time Account Clerk. Regular session resumed at 8:53 PM.

Human Resource/By-Law Committee

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

1. To accept the annual personnel review of Library Director, Jill Cronin
2. To increase the budgeted salary increase for Library Director in the 2024/25 fiscal year from \$80,000 to \$85,000, awarding \$80,000 on 7/1/24 and the balance upon completion of her MLS.
3. To accept the annual personnel review of part time Account Clerk, Jennifer El-Rifai
4. To appoint Diana Bayne to the position of Library Assistant (Children's) at a rate of \$22.43 per hour for a 25 hour week (full time reduced hours), effective 5/1/24.
5. To award the employee's 2024/2025 proposed salary increases, contingent on a successful budget vote on 5/16/24, in two parts: ½ on 7/1/24 and the second on their employment anniversary

Director's Report

Report attached.

Audit & Finance

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

1. To accept the March 2024 financial statements as presented
2. To accept the Internal Claims Auditor reports for 4/3/24 and 4/17/24
3. To increase the proposed 2024/25 operating budget by \$5,000 for a total of \$924,863
4. To increase proposed revenue by \$5,000 in Appropriations
5. To increase proposed Personnel Expenses/Salaries by \$5,000

Centennial Committee

Nancy Clifford reported that the Camp Incowa program hosted at the library was a great success. Upcoming programs include a boxing exhibition on 5/11/24 at the Middle School.

Old Business

1. Vicky Sarine made a *motion* to reject the Proposal by LAN Associates for A/E Services and Feasibility Study for Envelope Modification and Entry Upgrades as presented. This proposal is being modified and rewritten. Seconded by Deb Searle; carried.
2. Pat Nolan made a *motion* to accept the Annual State Report for 2023. Seconded by Nancy Clifford; carried.

New Business

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

1. To approve the amended Ballot for the Library Budget and Trustee Vote on 5/16/24
2. To approve the amended proposed budget for the Library Budget and Trustee Vote on 5/16/24

The next meeting of the Board of Trustees will be Thursday, May 16, 2024 at 7:00 PM in the library.

Meeting adjourned at 9:25 PM.

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