

**GREENWOOD LAKE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES**

March 21, 2024

Trustees Present

Kayla Andrews, Pres.
Vicky Sarine, Secretary
Pat Nolan, Finance Officer
Deb Santarpia-Searle

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Kayla Andrews opened the meeting in the library's staff room at 7:54 PM. Nancy Clifford's absence was excused.

Previous Minutes

Vicky Sarine made a *motion* to accept the February 27th minutes as presented. Seconded by Pat Nolan; carried.

Director's Report

Report attached.

The Board entered into *executive session* at 8:36 PM to discuss the Director's annual personnel review, resignation of the Library Assistant, Children's, and the review of one part time account clerk. Regular meeting resumed at 9:04 PM.

Human Resource Committee

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

1. To table the personnel review of part time Account Clerk, Jennifer El-Rifai, but grant her budgeted salary increase effective 4/14/24.
2. To table the personnel review of Library Director, Jill Cronin, but grant her budgeted salary increase effective 4/2/24.
3. To accept the resignation of Library Assistant (Children's Services), Amber Kirkwood, effective 3/29/24.
4. To create a "Temporary" position through Civil Service that can be used for summer internships, or for filling positions with no lists until the lists are established, and the like.

Audit & Finance Committee

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

1. To accept the February 2024 financial statements as presented.
2. To transfer \$100,000 respectively to each the Webster Operating Account and the Webster Payroll Account from the Webster Investment Account.
3. To accept the Internal Claims Auditor reports for 3/6/24 and 3/20/24
4. To accept the 2024-2025 Operating Budget for a total of \$919,563.00 with a tax levy of \$903,813.00 (which falls within the NYS Tax Cap Allowance).

Old Business

The proposal from LAN Associates for A/E Services, Feasibility Study for Envelope and Modification and Entry Upgrades will be tabled until the April meeting.

Acceptance of the 2023 Annual State Report (RCLS) will be tabled until April, pending notification of approval by the State.

The next meeting of the Board will be Thursday, April 18th at 7:30 PM in the library.

Meeting adjourned at 9:40 PM.

:sjn

3/22/24