

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

July 20, 2023

**Trustees Present**

Pat Nolan, President  
Lisa Neyman, Finance Officer  
Nancy Clifford, Secretary

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Pat Nolan opened the re-organizational meeting at 7:30 PM in the library's staff room.

**Nomination of Officers**

Presiding President, Pat Nolan, opened nominations as follows:

Lisa Neyman nominated Kayla Andrews for the office of President. Seconded by Nancy Clifford.

Lisa Neyman nominated Nancy Clifford for the office of Vice President. Seconded by Pat Nolan

Lisa Neyman nominated Vicky Sarine for the office of Secretary. Seconded by Nancy Clifford

Lisa Neyman nominated Pat Nolan for the three year term of Finance Officer (thru 6/30/26). Seconded by Nancy Clifford.

Presiding Secretary, Nancy Clifford affirmed this slate of nominated officers.

**Appointment of Committee Chairs**

New Vice President, Nancy Clifford, appointed Chairpersons as follows:

Pat Nolan – Audit & Finance  
Vicky Sarine – Human Resources/By-Laws  
Lisa Neyman – Property  
Pat Nolan – Legislative/Grant  
Lisa Neyman – Capital Project  
Nancy Clifford – Village Centennial

Committee Chairs appointed Jill Cronin and Sandra Newman as standing members of all committees. Jennifer El-Rifai was appointed to the Audit & Finance Committee.

**Assignment of Outside Professionals**

Lisa Neyman made a *motion* to accept the following list of assignments:

Independent Auditor	Nugent & Haeussler, P.O.
Bank	Webster Bank (Sterling National)
Computer Consultants	<b><i>To Be Determined</i></b>
HVAC/Elec./Plumbing	Ed Schradin & Son

Fire Inspector	Provided by the GWLUFSD
Attorney	Kevin Preston, Esq.
Insurance Agency	Seely & Durland, Inc.
Alarm and Camera Systems	Safe and Sound Home Services Corp.
Phones	VoiceCom

**Finance Designations**

Pat Nolan made the following assignments:

Check signing	Vicky Sarine & Kayla Andrews
Purchase Orders	Jill Cronin
Invoice auditing	Susanne Trazino
Alternate	Pat Nolan

The new Vice President, Nancy Clifford opened the regular business meeting at 7:46 PM.

**Previous Minutes**

Lisa Neyman made a *motion* to accept the May, 2023 minutes as presented. Seconded by Pat Nolan; carried.

**Director’s Report**

Report attached

The Board entered *executive session* at 8:17 PM to discuss personnel reviews, resignations and a patron incident. Regular meeting resumed at 8:38 PM.

**Human Resources/By-Laws Committee**

Report attached. Pat Nolan made the following *motions*:

1. To accept the annual personnel review of part time clerk, Lisa Franke, granting her budgeted salary increase, effective September 13, 2023. Seconded by Lisa Neyman; carried.
2. To accept the resignation of full time clerk, Dody Nicholas, effective June 9, 2023. Seconded by Lisa Neyman; carried.
3. To accept the resignation of part time property superintendent, Alexander Nicholas, effective June 12, 2023. Seconded by Lisa Neyman; carried.
4. To amend the personnel manual, page 12 & 13, “Attendance at Conferences, Meetings and Workshops” to include consideration for tuition reimbursement (see attached). Seconded by Lisa Neyman; carried.
5. To adopt the updated Materials Challenge Form as an addendum to the Material Selections Policy. Seconded by Nancy Clifford; carried.
6. To reimburse employee Aimee Morrow for 50% of the tuition for her Computer Information Systems class. Seconded by Nancy Clifford; carried.

**Legislative/Grant Committee**

The Board of Trustees unanimously adopted the following resolution:

**Resolution for Aid and RCLS Assurance**

The application and accompanying documents for public library construction aid to be administered in accordance with the requirements of Education Law §273-a (as amended by chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Greenwood Lake Public Library.

**Audit & Finance Committee**

For fiscal year 2022-2023 - Lisa Neyman made the following *motions*:

1. To accept the May 2023 financial statements as presented. Seconded by Nancy Clifford; carried.
2. To accept the Internal Claims Auditor reports for 5/31/23, 6/14/23 and 6/30/23. Seconded by Pat Nolan; carried.
3. To transfer \$200.00 from Janitorial Supplies Expense to Office Supply Expense. Seconded by Pat Nolan; carried.
4. To increase the Phase IV Renovation Expense by \$3,915.32 to reflect spending through 6/3/23. Seconded by Pat Nolan; carried.
5. To increase Phase III Renovation Expense by \$0.28 to correct the prior entry. Seconded by Nancy Clifford; carried.
6. To restrict the remaining \$5,560.00 in Bullet Aid received to #4510 Repairs and Maintenance Expense. Seconded by Pat Nolan; carried.

For fiscal year 2023-2024 – Pat Nolan made the following *motions*:

1. To accept the Internal Claims Auditor report for 7/12/23. Seconded by Lisa Neyman; carried.
2. To transfer \$50,000 from the Webster Investment Account to the Webster Payroll Account. Seconded by Nancy Clifford; carried.

**Village Centennial Committee**

Nancy Clifford reported that there will be two upcoming fundraisers: A Cocktail Party on the Beach 10/8/23 and a Casino Night at the Legion 11/17/23.

The next meeting of the Board of Trustees will be Thursday, 9/21/23 at 7:30 PM in the library.

Meeting adjourned at 9:02 PM.

:sjn

7/21/23

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

September 21, 2023

**Trustees Present**

Kayla Andrews, Pres.  
Vicky Sarine, Secretary  
Pat Nolan, Finance Officer  
Lisa Neyman

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Kayla Andrews opened the meeting at 8:00 PM in the library program room. Nancy Clifford's absence was excused.

**Previous Minutes**

Lisa Neyman made a *motion* to accept the minutes of July 20, 2023. Seconded by Pat Nolan; carried.

**Director's Report**

Report attached. Additional items include:

1. Pat Nolan made a *motion* that the library adopts winter hours (closing at 8PM on Tuesday, Wednesday and Thursday) from January 2<sup>nd</sup> through March 10, 2024. Seconded by Lisa Neyman; carried.
2. Lisa Neyman made a *motion* that the \$60,000 remaining in the Phase IV Renovation budget be utilized to build the over frame structure on the roof to remediate current drainage issues. Seconded by Pat Nolan; carried.

**Human Resource/By-Laws Committee**

Vicky Sarine made the following *motions*:

1. To appoint Judy Cruz Palma as Part Time Library Clerk, effective 9/26/23, at a rate of \$15.00/hour. Seconded by Lisa Neyman; carried.
2. To replace the current language in our Sexual Harassment Policy with the language provided by New York State (see attached). Seconded by Lisa Neyman; carried.

**Audit & Finance Committee**

Report attached. Lisa Neyman made the following *motions* for the 2022-2023 fiscal year via e-mail on 8/3/23:

1. To transfer \$100 from Janitorial Supplies Expense to Office Supplies Expense. Seconded by Pat Nolan; carried.
2. To transfer \$1,450 from Employee Health Insurance Expense to Worker's Compensation Insurance Expense. Seconded by Nancy Clifford; carried.
3. To transfer \$50 from Travel & Workshops Expense to Postage & Freight Expense. Seconded by Nancy Clifford; carried.

Pat Nolan made the following *motions* for the 2023-2024 fiscal year:

1. To accept the financial statements for June and July (balance sheets pending adjustment from Auditor). Seconded by Vicky Sarine; carried.
2. To accept the financial statements for August (balance sheet and income statement pending adjustment from auditor and close of July general ledger). Seconded by Vicky Sarine; carried.
3. To accept the Internal Claims Auditor Reports for 7/26/23, 8/9/23, 8/23/23, 9/6/23 and 9/20/23. Seconded by Lisa Neyman; carried.
4. To increase the Repair & Maintenance Expense budget by \$2,425.00 to reflect “Bullet Aid” money spent on landscaping. Seconded by Vicky Sarine; carried.
5. To transfer \$75,000 from Webster Investment Account to Webster Payroll Account. Seconded by Lisa Neyman; carried.
6. To transfer \$100,000 from Webster Investment Account to Webster Operating Account. Seconded by Vicky Sarine; carried.
7. To increase the Phase IV Renovation Expense Budget by \$12,036.50 to reflect spending to date. Seconded by Lisa Neyman; carried.

**New Business**

1. Vicky Sarine made a motion to accept the Records Retention and Destruction Authorization for 2022-2023. Seconded by Lisa Neyman; carried.

The Annual Board of Trustee and Staff meeting will be scheduled for Monday, December 4, 2023. Details to follow.

The next meeting of the Board of Trustees will be Thursday, October 19, 2023 at 7:30 PM in the library.

Meeting adjourned at 9:10 PM.

:sjn

9/22/234

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

October 19, 2023

**Trustees Present**

Nancy Clifford, V.P.  
Vicky Sarine, Secretary  
Patricia Nolan, Finance Officer

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Nancy Clifford opened the meeting at 7:47 PM. Lisa Neyman's and Kayla Andrews's absences were both excused.

**Previous Minutes**

Vicky Sarine made a *motion* to accept the September, 2023 meeting minutes as presented. Seconded by Pat Nolan; carried.

**Director's Report**

Report attached. Additional item include:

1. Pat Nolan made a *motion* to accept the 2024 Holiday Schedule. Seconded by Vicky Sarine; carried.
2. Vicky Sarine made a *motion* to accept the 2024 RCLS Budget. Seconded by Pat Nolan; carried.

Vicky Sarine put forward the following *resolution*, which was seconded by Pat Nolan and carried:

Whereas the Greenwood Lake Public Library and Ramapo Catskill Library System are party to an agreement for Integrated Library System Participation with a five-year term beginning January 1, 2023; and

Whereas the Directors' Association voted to change the current ILS vendor, SirsiDynix, to the new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore

Be it resolved that the library hereby agrees with the Director's Association and votes in favor of switching ILS providers from SirsiDynix to ByWater Solutions.

The Board entered into *executive session* at 8:14 PM to discuss the annual personnel reviews of one part time Library Clerk, one part time Account Clerk and one full time Library Assistant (Children's Services), as well as communication with the Department of Labor. Regular session resumed at 8:42 PM.

**Human Resource/By-Laws Committee**

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

1. To accept the personnel review of part time Library Clerk, Patricia Donovan, granting her budgeted salary increase, effective 11/16/23.
2. To accept the personnel review of Library Assistant Children's Services, Amber Kirkwood, granting her budgeted salary increase, effective 11/9/23.
3. To accept the personnel review of part time Account Clerk, Susan Trazino, granting her budgeted salary increase, effective 11/1/23.
4. To change Principal Library Clerk position #27403 to a full time Library Assistant position.
5. To submit full time Principal Library Clerk, Doris Chu, for a Non-Competitive *Promotion* examination once the slot is created.
6. To reimburse Principal Library Clerk (Computer Services), Aimee Morrow, 50% of her tuition expense for a course on PC and Device Fundamentals.
7. To renew our current employee health insurance coverage with MVP Healthcare, Inc. and United Healthcare/Oxford Benefit Management's Dental/Vision/Life plan.

**Audit & Finance Committee**

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

1. To accept the June, July and August, 2023 Balance Sheets and Income Statements.
2. To accept the September 2023 financial statements as presented
3. To accept the Internal Claims Auditor reports for 10/4/23 ad 10/18/23
4. To increase the Adult Program Budget expense by \$330 to reflect program fees collected
5. To increase the Phase IV Budget expense by \$560.00 to reflect spending to date
6. To deposit the first tax payment from the GWLUFSD, expected in early November, into the Webster Investment Account upon receipt.
7. To accept the 2022/2023 Annual Financial Report prepared by Nugent & Haeussler

**New Business**

Letter from the Greenwood Lake Public Library Board of Trustees to the Greenwood Lake Board of Education re: conflicts over Waterstone Road access is attached.

The next meeting of the Board of Trustees will be Thursday, November 16, 2023 at 7:30 PM in the library.

Meeting adjourned at 9:03 PM.

:sjn  
10/25/23

**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

*Greenwood Lake Public Library  
Board of Trustee  
Meeting Minutes*

December, 2023

*The Annual Board and Staff Meeting*

In Attendance:

**Trustees**

Kayla & Paul Andrews  
Vicky & Jeff Sarine  
Pat & Bill Nolan  
Nancy Clifford

**Guests**

Debra & Mike Searle  
Don Santarpia

**Staff**

Jill Cronin  
Sandy & Steve Newman  
Aimee Morrow  
Chris Wheeling  
Mary Sheeran  
Amber Kirkwood & Chad Ruvarth  
Rachel Trusewicz  
Judy Cruz Palma  
Pat Donovan

Board President, Kayla Andrews, opened the meeting at 5:41 PM at the Sunrise Family Restaurant in Greenwood Lake, NY.

**Address by the President** thanking the staff for their hard work and dedication, lending to the ongoing success of the library.

**Address by the Director** thanking the Board and staff for their ongoing support and shared vision for the library's role in the community.

Pat Nolan made a motion to adjourn at 5:50 PM; seconded by Nancy Clifford and carried.

:sjn  
12/6/23

**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 27<sup>th</sup> at 7:30 PM in the library.

Meeting adjourned at 8:55 PM.

:sjn

1/22/24

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

February 27, 2024

**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

**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 27<sup>th</sup> 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 18<sup>th</sup> at 7:30 PM in the library.

Meeting adjourned at 9:40 PM.

:sjn

3/22/24



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

:sjn

**Greenwood Lake Public Library**  
**Board of Trustee**  
**Meeting Minutes**  
May 16, 2024

**Trustees Present**

Nancy Clifford, V.P.  
Vicky Sarine, Secretary  
Pat Nolan, Finance Officer  
Deb Searle

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

Nancy Clifford opened the meeting at 7:12 PM in the library program room. Kayla Andrews's absence was excused.

**Previous Minutes**

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

**Director's Report**

Report attached

The Board entered *executive session* at 7:37 PM to discuss one employee resignation and 2 patron incident reports. Regular session resumed at 7:53 PM.

**Human Resource/By-Law Committee**

Report Attached. Vicky Sarine made a *motion* to accept the resignation of Diana Bayne, Library Assistant (Children's Services), effective 5/8/24. Seconded by Pat Nolan; carried.

Vicky Sarine made the following *motions* regarding proposed amendments to the By-Laws Documents, which were seconded by Nancy Clifford and carried:

1. To accept the amendments to "General Objectives" as presented
2. With the exception of tabling the proposed addition of a Direct Access policy under "Use of the Library" accept the amendments to the Policy Manual Section I
3. To accept the amendments to Policy Manual, Section II (Computers)
4. To accept the amendments to Policy Manual, Section III (Program Room)
5. To accept the amendments to Policy Manual, Section X (Photography & Recording)
6. With the exception of tabling the proposed additions to the "Attendance at Conferences, Courses, Meetings and Workshops", to accept the amendments to the Personnel Manual.

At 8:20 PM, Election Inspectors Katharine Chin and Kristin Feeley reported the results of the Annual Budget and Trustee vote:

Proposition #1	Approval of the 2024/2025 operating budget	51 yes	2 no
Proposition #2	Approval to appropriate \$5,000 from savings	53 yes	
	Election of Deborah Santarpia-Searle to the Board of Trustees	51 yes	

**Audit & Finance Committee**

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

1. To increase the Renovation Phase IV Budget Expense line by \$560.00 to reflect spending to date.
2. To transfer \$100,000 from the Webster Investment Account to the Webster Operating Account.
3. To transfer \$100,000 from the Webster Investment Account to the Webster Payroll Account.
4. To accept the April 2024 financial statements as presented.
5. To accept the Internal Claims Auditor reports for 5/1/24 and 5/15/24
6. To apply the \$7,500 Bullet Aid received to the Repair and Maintenance Budget for the 2024/2025 fiscal year.

**Centennial Committee**

Nancy Clifford requested that the library host/store the time capsule being prepared for the Centennial Celebration. The Board unanimously agreed.

The next meeting of the Board will be the re-organizational meeting, followed by a regular business meeting on Thursday, July 18, 2024 at 7PM in the library.

Meeting adjourned at 8:45 PM.

:sjn