

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

July 23, 2024

**Trustees Present**

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

**Staff Present**

Jill Cronin, Director  
Sandra Newman, Treasurer

The absences of Trustees Kayla Andrews and Vicky Sarine were excused.

**RE-ORGANIZATIONAL MEETING (2024/2025)**

Nancy Clifford opened the meeting at 7:04 PM.

**Nomination of Officers**

1. Deb Searle nominated Kayla Andrews for the office of President. Seconded by Pat Nolan
2. Deb Searle nominated Nancy Clifford for the office of Vice President. Seconded by Pat Nolan
3. Pat Nolan nominated Vicky Sarine for the office of Secretary. Seconded by Deb Searle

*Pat Nolan continues her 3-year term as Finance Officer (thru 6/30/26).*

*Deb Searle will serve At-Large.*

Pat Nolan cast her vote for this slate of nominated officers and affirms the nominations. Seconded by Deb Searle; carried.

**Appointment of Committee Chairs**

Nancy Clifford appointed Chairpersons as follows:

Pat Nolan	Audit and Finance
Vicky Sarine	Human Resources/By-Laws
Deb Searle	Property, Legislative/Grant and Capital Project
Nancy Clifford	Village Centennial

**Appointment of Committee Members**

Committee chairs appointed Jill Cronin and Sandra Newman as standing members to each of these committees

**Assignment of Outside Professionals**

Deb Searle made a *motion* to accept the list of assignments, as follows. Seconded by Pat Nolan; carried.

Independent Auditor	Nugent & Haeussler, P.C.
Bank(s)	Webster Bank
Computer Consultant(s)	<i>To be determined</i>
HVAC/Elec./Plumbing	Ed Schradin & Sons
Fire Inspector	<i>Provided by the school district</i>
Attorney	Kevin Preston, Esq. (McVein, Lewis, Sherwin & McDermott)
Insurance Agency	Acrisure Warwick, NY (Seely & Durland, Inc.)
Alarm System/Cameras	Safe & Sound Home Services Corp.
Phones	VoiceCom

**Finance Designations**

Pat Nolan made the following assignments:

Check Signing	Nancy Clifford and Kayla Andrews
Purchase Orders	Jill Cronin
Invoices	Suzanne Trazino
Alternate	Pat Nolan

***Nancy Clifford closed the Re-Organizational Meeting and opened the regular Business Meeting at 7:13 PM***

**BUSINESS MEETING**

**Previous Minutes (May)**

Deb Searle made a *motion* to accept the May 2024 minutes as presented. Seconded by Pat Nolan; carried.

**Director’s Report**

Report attached.

The Board unanimously approved the final drawings for the Roof Over Frame Project (Phase IV), as well as asbestos testing for the entire existing roof in anticipation of the impending replacement project.

The Board entered *executive session* at 7:48 PM to discuss the personnel reviews of two part time library clerks and one patron incident. Regular session resumed at 8:00 PM.

**Human Resource Committee**

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

1. To accept the annual personnel review of Part Time Library Clerk, Lisa Franke, granting the remaining portion of her budgeted salary increase, effective 9/13/24.
2. To accept the annual personnel review of Part Time Library Clerk, July Cruz-Palma, granting her permanent status and the remaining portion of her budgeted salary increase, effective 9/26/24.

**By-Laws Committee**

Report attached. All items were tabled until the September meeting.

**Audit & Finance**

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

**For the 2023-2024 Fiscal Year**

1. To accept the financial statements for May 2024 as presented
2. To accept the Internal Claims Auditor reports for 5/29/24, 6/12/24 and 6/26/24.
3. To increase the Digitization Expense Budget by \$240.00 to reflect donations received in June 2024.
4. To transfer \$1,900.00 from the E-Materials Expense budget to the Utilities Expense budget.
5. To transfer \$1,200.00 from Janitorial Supplies Expense budget to Postage & Freight Expense budget.
6. To transfer \$100.00 from Bank Fees Expense budget to Travel & Workshop Expense budget.

**For the 2024-2025 Fiscal Year**

1. To accept the Internal Claims Auditor report for 7/10/24.
2. To transfer \$100,000 from the Webster Investment Account to the Webster Payroll Account.
3. To increase the Adult Program Expense budget by \$1,000.00 to reflect the Sarnoff Raymond Foundation donation.
4. To increase the Digitization Expense budget by \$1,220.00 to reflect restricted donations carried forward (unspent) from the previous year.
5. To open the Phase IV Renovation Expense budget with \$191,413.50 reflecting encumbrances from the previous year (P.O.'s att.).

**Centennial Committee**

Nancy Clifford reported that the Centennial Trail maps (with QR codes) are completed and will be available to purchase for \$4.95 per map. The Library agreed that they would serve as an outlet for the public to purchase these maps, retaining the money collected for pick up by the Centennial Committee.

Final preparations are underway for the Centennial Parade on August 17<sup>th</sup>.

The next meeting of the Board will be Thursday, September 19, 2024 at 7:00 PM in the library.

Meeting adjourned at 8:18 PM.

:sjn  
7/24/24