

Greenwood Lake Public Library
Board of Trustee
Meeting Minutes
DRAFT
September 19, 2024

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Nancy Clifford's absence was excused. Kayla Andrews opened the meeting at 7:08 PM in the library program room.

Previous Minutes

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

Director's Report

Report attached. Additional items include:

1. Pat Nolan made a *motion* to enact library "winter hours", effective 1/1/25 thru 3/9/25. During those dates the library will close at 8 PM rather than 9 PM. Seconded by Deb Santarpia; carried.
 - o Resolution on the proposed RCLS annual budget is tabled until the October meeting.
 - o Approval of the 2025 Holiday Closing List is tabled until the October meeting.
 - o Jill Cronin will reach out to the school in the coming weeks to discuss the ongoing parking issue.

By-Laws Committee

The committee will meet on October 16, 2024 at 6 PM to begin review of proposed amendments.

Audit & Finance

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

1. To accept the June 2024 year end financial statements as presented.
2. To accept the July and August 2024 financial statements as presented.
3. To transfer \$50,000 from the Webster Investment account to the Webster Payroll account.
4. To accept the Claims Auditor Reports for 7/21/24 through 9/18/24.
5. To increase the Phase IV Renovation Budget by \$82.50 to reflect spending to date.

New Business

Vicky Sarine made a *motion* to accept the Records Destruction Authorization for 2023-2024. Seconded by Pat Nolan; carried. (resolution attached).

Vicky Sarine opened a discussion regarding the lack of an elementary school librarian and how/if we could play a role in providing library services to the students. Further examination and investigation is necessary.

The Board entered *executive session* at 8:17 PM to discuss the Children's Services position, creation and filling of a new position, and personnel salaries. Regular session resumed at 8:28 PM.

Human Resource Committee

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

1. To create the position of Library Director I and nominate Jill Cronin for promotion into that position once created. Seconded by Deb Searle; carried.
2. To accept the appointment of Part Time Library Clerk, Judy Cruz-Palma to Full Time, effective 9/3/24. Seconded by Deb Searle; carried.
3. To accept the temporary appointment of Jenice Mosca to the Children's Services position. Seconded by Pat Nolan; carried.
4. To increase the salary of Library Assistant, Doris Chu, from her budgeted hourly rate to \$2.00 above that, effective 10/1/24. Seconded by Deb Searle; carried.
5. To increase the salary of Library Assistant, Christopher Wheeling, from his budgeted hourly rate to \$2.00 above that, effective 1/1/25. Seconded by Pat Nolan; carried.
6. To increase the salary of Principal Library Clerk, Aimee Morrow, from her budgeted hourly rate to \$1.92 above that, effective 1/1/25. Seconded by Deb Searle; carried.

The next meeting of the Board will be Thursday, October 17, 2024 at 7 PM in the library.

Meeting adjourned at 8:40 PM.

:sjn
9/20/24