

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

DRAFT
October 17, 2024

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Deb Searle's absence is excused.

Kayla Andrews opened the meeting at 7:10 PM in the library program room.

Previous Minutes

Vicky Sarine made a *motion* to accept the September 2024 minutes as presented. Seconded by Nancy Clifford; carried.

Director's Report

Report attached.

The Board entered *executive session* at 7:50 PM to discuss the personnel reviews of one part time internal claims auditor, one part time library clerk and one part time custodial worker, as well as filling the open positions of Library Assistant Children's Services and Library Director I. Regular meeting resumed at 8:00 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 Property Superintendent, Chris Ortiz, granting him permanent status and awarding the second half of his budgeted salary increase, effective 11/20/24.
2. To accept the personnel review of Internal Claims Auditor, Susan Trazino, awarding the second half of her budgeted salary increase, effective 11/1/24.
3. To accept the personnel review of Part Time Library Clerk, Patricia Donovan, awarding the second half of her budgeted salary increase, effective 11/16/24.
4. To approve the 90-day temporary appointment of Casey Mears to the position of Library Assistant Children's Services, effective 10/29/24 (when temp. Jenice Mosca vacates the position).

The By-Laws Committee will meet on Thursday, November 14th at 6M in the library.

Audit & Finance Committee

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

1. To accept the Internal Claims Auditor reports for 10/2/24 and 10/16/24.
2. To transfer \$100 from Janitorial Supplies Expense to Insurance Expense.
3. To renew the employee health insurance policy through MVP Healthcare for the 12/1/24-11/30/25 coverage period.
4. To renew the Dental/Vision/Life insurance policy through United Healthcare/Oxford Benefit Management for the 12/1/24-11/30/25 coverage period.
5. To accept the September 2024 financial statements as presented.

Centennial Committee

Nancy Clifford reported that one of the two final programs was cancelled by the presenter, so the last lecture will be this coming Sunday at the library.

The deadline for submitting an envelope for the time capsule has been extended from 10/31/24 to 12/15/24.

Old Business

Pat Nolan made a *motion* to approve the 2025 Holiday Schedule with the addition of two paid holidays: Juneteenth and Veteran's Day. Seconded by Nancy Clifford; carried.

Vicky Sarine made a *motion* to accept the 2025 RCLS Operating Budget (see attached). Seconded by Pat Nolan; carried.

The next meeting of the Board will be Thursday, November 21st at 7:00 PM.

Meeting adjourned at 8:30 PM.

:sjn

10/18/24