

Greenwood Lake Public Library
Board of Trustees
Meeting Minutes

DRAFT

January 21, 2025

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Guests Present

Lisa Milano

Kayla Andrews opened the meeting at 7:07 PM in the library program room.

Previous Minutes

Pat Nolan made a *motion* to accept the November and December, 2024 meeting minutes as presented. Seconded by Nancy Clifford; carried.

Director's Report

Report attached.

Audit & Finance Committee

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

1. To accept the November and December, 2024 financial statements as presented. Seconded by Vicky Sarine; carried.
2. To accept the Internal Claims Auditor reports to date. Seconded by Nancy Clifford; carried.
3. To transfer \$100,000 respectively from the Webster Investment Account to the Webster Operating Account, and the Webster Payroll Account. Seconded by Deb Searle; carried.
4. To increase the Adult Program Expense budget by \$249.00 to reflect restricted donations to date. Seconded by Vicky Sarine; carried.
5. To increase the Digitization Expense budget by \$200.00 to reflect restricted donations to date. Seconded by Vicky Sarine; carried.
6. To restrict the \$10,000 "Bullet Aid" revenue to expenditures related to Youth Services. Seconded by Deb Searle; carried.
7. To accept the 2023/2024 fiscal audit as presented. Seconded by Nancy Clifford; carried.
8. To accept the 2023/2024 990 tax return as presented. Seconded by Vicky Sarine; carried.

The Budget Committee will meet on Wednesday, February 19th at 1:30 PM in the library.

Centennial Committee

Nancy Clifford reported that the Committee will conclude with this Sunday's event, to be held at the library.

Open Floor

Patron Lisa Milano expressed her appreciation for the “Read Harder Challenge” and our Adult Programs, specifically Chair Yoga.

The Board entered *executive session* at 7:55 PM to discuss two incident reports, and one personnel review for a P/ T Library Clerk. Regular session resumed at 8:25 PM.

Human Resource Committee

Vicky Sarine made a *motion* to accept the annual personnel review of P/T Clerk, Mary Sheeran (Adult Services), granting her the balance of her budgeted increase, effective 2/1/25. Seconded by Pat Nolan; carried.

By-Laws Committee

Vicky Sarine made the following *motions* related to the Personnel Manual:

1. To increase the maximum of paid Supplemental Insurance offered from \$2,500 per year to \$3,500 per year, effective 7/1/25. Seconded by Deb Searle; carried.
2. To include a Paid Prenatal Leave policy per New York State Law, effective 1/1/25 (see attached). Seconded by Pat Nolan; carried.
3. To table proposed changes to the “Attendance at Conferences, Courses, Meetings and Workshops” policy. Seconded by Nancy Clifford; carried.

The next meeting of the Board of Trustees will be Tuesday, February 25, 2025 at 7:00 PM in the library.

Meeting adjourned at 8:35 PM.

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1/22/25