

**Greenwood Lake Public Library**  
**Board of Trustees**  
**Meeting Minutes**  
**11/21/24**

**Trustees Present**

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

**Staff Present**

Sandra Newman, Treasurer

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

**Previous Minutes**

Vicky Sarine made a *motion* to accept the October, 2024 meeting minutes as presented. Seconded by Pat Nolan; carried.

**Director's Report**

Report attached.

The Board entered *executive session* at 7:32 PM to discuss the annual personnel reviews of one F/T Library Clerk, one F/T Library Assistant, one F/T Principal Library Clerk and one F/T Principal Account Clerk, as well as open discussion for review of proposed Policies Manual and Personnel Manual amendments. Regular meeting resumed at 8:07 PM.

**Human Resource/By-Laws Committee**

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

1. To accept the annual personnel review of F/T Library Clerk, Brenda Downs, and grant her the balance of her budgeted salary increase, effective 12/1/24. Seconded by Pat Nolan; carried.
2. To accept the annual personnel review of Library Assistant, Chris Wheeling, and grant his approved salary increase, effective 1/1/25. Seconded by Deb Searle; carried.
3. To accept the annual personnel review of Principal Library Clerk, Aimee Morrow, and grant her approved salary increase, effective 1/1/25. Seconded by Nancy Clifford; carried.
4. To accept the annual personnel review of Principal Account Clerk/Treasurer, Sandra Newman, and grant the balance of her budgeted salary increase, effective 1/7/25.
5. To increase our employee Disability Insurance Policy from the 1.15 coverage tier to the 2.0 coverage tier. Seconded by Pat Nolan; carried.
6. To accept the proposed amendments to Policies I manual (see attached), with the exception of the Direct Access Policy, which was tabled. Seconded by Pat Nolan; carried.

7. To accept the proposed amendments to the Employee Manual (see attached), with the exception of the Supplemental Insurance increase and the Tuition Reimbursement policy, which were tabled. Seconded by Deb Searle; carried.

**Audit & Finance Committee**

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

1. To accept the October 2024 financial statements as presented. Seconded by Vicky Sarine; carried.
2. To transfer \$100,000.00 from the Webster Investment Account to the Webster Payroll Account and the Webster Operating Account respectively. Seconded by Deb Searle; carried.
3. To accept the Internal Claims Auditor reports for 10/30/24 and 11/13/25. Seconded by Vicky Sarine; carried.
4. To increase the Phase V Renovation Expense Budget by \$1,206.25 to reflect spending to date. Seconded by Deb Searle; carried.
5. To increase the Adult Program Expense Budget by \$850.00 to reflect program fees received. Seconded by Vicky Sarine; carried.
6. To deposit the Real Property Tax check into the Webster Investment Account when received. Seconded by Nancy Clifford; carried.

**Old Business**

The library will approach the Breezy re: the annual Board and Staff Meeting.

The next meeting of the Board of Trustees will be Tuesday, January 21, 2025 at 7:00 PM in the library.

Meeting adjourned at 8:20 PM.

:sjn

11/22/24