

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

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 19<sup>th</sup> 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.

:sjn

1/22/25