

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

DRAFT

February 25, 2025

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Kayla Andrews's absence was excused. The meeting opened at 7:10 PM in the library staff room.

Previous Minutes

Vicky Sarine made a motion to accept the January 21, 2025 meeting minutes as presented. Seconded by Pat Nolan; carried.

Director's Report

Report attached. Deb Searle made a motion to accept the (RCLS) Annual State Report for fiscal year ending 6/2024. Seconded by Pat Nolan; carried.

The Board entered executive session at 7:40 PM to discuss two annual personnel reviews. Regular meeting resumed at 7:45 PM.

Human Resource/By-Laws Committee

Report attached. Vicky Sarine made the following motions:

1. To accept the annual review of Library Assistant, Doris Chu (Head of Circulation). Seconded by Pat Nolan; carried.
2. To accept the annual review of Senior Library Clerk, Rachel Trusewicz, granting the balance of her budgeted salary increase, effective 3/1/25. Seconded by Pat Nolan; carried.
3. To amend the By-Laws' "General Objectives" section, Article VI; Meetings to now hold Board meetings on the third Tuesday of the month. Seconded by Pat Nolan; carried.
4. To amend the Personnel Manual, Section V; Conditions of Work – Attendance at Conferences, Courses, Meetings and Workshops. The section will now be titled "Continuing Education" and have a sub-heading for Tuition Reimbursement. (see attached). Seconded by Deb Searle; carried.

Audit & Finance Committee

Report attached. The Board reviewed the first draft of the 2025-2026 proposed Operating Budget. Pat Nolan made the following motions, which were seconded by Vicky Sarine and carried:

1. To accept the January 2025 financial statements as presented
2. To accept the Internal Claims Auditor reports for 1/22/25, 2/5/25 and 2/19/25
3. To increase the Digitization Expense Budget by \$200.0 to reflect donation received
4. To transfer \$100,000 from the Webster Investment Account to the Webster Payroll Account.
5. To exceed the allowable Tax Cap for the 2025-2026 Fiscal Operating Budget.

New Business

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

1. To appoint Sandra Newman as Election Chairperson for the May 15, 2025 Annual Meeting and Budget Vote.
2. To accept the outlined schedule for the 2025 Annual Meeting as presented.

The next meeting of the Board of Trustees will be Tuesday, March 18, 2025 at 7 PM in the library.

Meeting adjourned at 8:35 PM.

:sjn

2/26/25