

**GREENWOOD LAKE PUBLIC LIBRARY
BOARD OF TRUSTEE
MEETING MINUTES**

DRAFT
April 9, 2025

Trustees Present

Kayla Andrews, Pres.
Pat Nolan, Finance Officer
Deb Searle

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Guest – Stephen Hoefer, CFO RCLS

Kayla Andrews opened the meeting at 7:05 PM. The absences of Vicky Sarine and Nancy Clifford were excused.

Stephen Hoefer presented information and costs of becoming CIPA (Children's Internet Protection Act) compliant through RCLS. This compliance is tied into receiving E-Rate Funds. Packet attached. The Board will need to adopt the "Internet Safety Policy" and Letter of Agency at the May 15th meeting to accept the RCLS proposal.

Previous Minutes

Deb Searle made a ***motion*** to accept the March 18, 2025 minutes as presented. Seconded by Pat Nolan; carried.

Director's Report

Report attached.

Selective Insurance will be contacted re: the need for an insurance rider to accompany the proposed Artifact Request Form.

The Board entered ***Executive session*** at 8:35 to discuss the personnel review of one Library Director, as well as an employee issue. Regular meeting resumed at 8:42 PM.

Human Resource/By-Laws Committee

Report attached.

- The annual personnel review of the Library Director is tabled until the May meeting.
- The Protocol Regarding Interactions with Immigration Agencies policy is tabled until the May meeting.

Pat Nolan made a ***motion*** to amend the Personnel Manual: Retirement & Investment Plans, SEP to reflect a tiered contribution schedule. (attached)

Audit & Finance Committee

Report attached.

Pat Nolan made the following ***motions***, seconded by Deb Santarpia and carried.

1. To accept the March 2025 financial statements as presented.
2. To accept the Internal Claims Auditor reports for 3/19 and 4/2
3. To transfer \$100,000 from the Webster Investment account to the Webster Payroll account.
4. To increase the Phase IV Renovation Budget by \$375.
5. To transfer \$4,000 from the Automation Expense budget and \$3,500 from the Repair & Maintenance Expense budget to Fuels & Utilities Expense budget.
6. To adopt the second draft of the proposed 2025-2026 Operating Budget in the amount of \$990,048.*
7. To appropriate \$15,000 in unexpended funds to offset the total tax levy.*
8. To break the allowable tax cap by \$31,813.*
9. To accept the Ballot for use at the vote on May 15, 2025.*

The next meeting of the Board of Trustees will be Thursday, May 15, 2025 at 7:00 PM in the library.

Meeting adjourned at 9:08 PM.

*****Budget materials attached***

:sjn

4/10/25