

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

July 23, 2024

Trustees Present

Nancy Clifford, V.P.
Pat Nolan, Finance Officer
Deb Searle

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

The absences of Trustees Kayla Andrews and Vicky Sarine were excused.

RE-ORGANIZATIONAL MEETING (2024/2025)

Nancy Clifford opened the meeting at 7:04 PM.

Nomination of Officers

1. Deb Searle nominated Kayla Andrews for the office of President. Seconded by Pat Nolan
2. Deb Searle nominated Nancy Clifford for the office of Vice President. Seconded by Pat Nolan
3. Pat Nolan nominated Vicky Sarine for the office of Secretary. Seconded by Deb Searle

Pat Nolan continues her 3-year term as Finance Officer (thru 6/30/26).

Deb Searle will serve At-Large.

Pat Nolan cast her vote for this slate of nominated officers and affirms the nominations. Seconded by Deb Searle; carried.

Appointment of Committee Chairs

Nancy Clifford appointed Chairpersons as follows:

Pat Nolan	Audit and Finance
Vicky Sarine	Human Resources/By-Laws
Deb Searle	Property, Legislative/Grant and Capital Project
Nancy Clifford	Village Centennial

Appointment of Committee Members

Committee chairs appointed Jill Cronin and Sandra Newman as standing members to each of these committees

Assignment of Outside Professionals

Deb Searle made a *motion* to accept the list of assignments, as follows. Seconded by Pat Nolan; carried.

Independent Auditor	Nugent & Haeussler, P.C.
Bank(s)	Webster Bank
Computer Consultant(s)	<i>To be determined</i>
HVAC/Elec./Plumbing	Ed Schradin & Sons
Fire Inspector	<i>Provided by the school district</i>
Attorney	Kevin Preston, Esq. (McVein, Lewis, Sherwin & McDermott)
Insurance Agency	Acrisure Warwick, NY (Seely & Durland, Inc.)
Alarm System/Cameras	Safe & Sound Home Services Corp.
Phones	VoiceCom

Finance Designations

Pat Nolan made the following assignments:

Check Signing	Nancy Clifford and Kayla Andrews
Purchase Orders	Jill Cronin
Invoices	Suzanne Trazino
Alternate	Pat Nolan

Nancy Clifford closed the Re-Organizational Meeting and opened the regular Business Meeting at 7:13 PM

BUSINESS MEETING

Previous Minutes (May)

Deb Searle made a *motion* to accept the May 2024 minutes as presented. Seconded by Pat Nolan; carried.

Director’s Report

Report attached.

The Board unanimously approved the final drawings for the Roof Over Frame Project (Phase IV), as well as asbestos testing for the entire existing roof in anticipation of the impending replacement project.

The Board entered *executive session* at 7:48 PM to discuss the personnel reviews of two part time library clerks and one patron incident. Regular session resumed at 8:00 PM.

Human Resource Committee

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

1. To accept the annual personnel review of Part Time Library Clerk, Lisa Franke, granting the remaining portion of her budgeted salary increase, effective 9/13/24.
2. To accept the annual personnel review of Part Time Library Clerk, July Cruz-Palma, granting her permanent status and the remaining portion of her budgeted salary increase, effective 9/26/24.

By-Laws Committee

Report attached. All items were tabled until the September meeting.

Audit & Finance

Report attached. Pat Nolan made the following *motions*, which were seconded by Deb Searle and carried:

For the 2023-2024 Fiscal Year

1. To accept the financial statements for May 2024 as presented
2. To accept the Internal Claims Auditor reports for 5/29/24, 6/12/24 and 6/26/24.
3. To increase the Digitization Expense Budget by \$240.00 to reflect donations received in June 2024.
4. To transfer \$1,900.00 from the E-Materials Expense budget to the Utilities Expense budget.
5. To transfer \$1,200.00 from Janitorial Supplies Expense budget to Postage & Freight Expense budget.
6. To transfer \$100.00 from Bank Fees Expense budget to Travel & Workshop Expense budget.

For the 2024-2025 Fiscal Year

1. To accept the Internal Claims Auditor report for 7/10/24.
2. To transfer \$100,000 from the Webster Investment Account to the Webster Payroll Account.
3. To increase the Adult Program Expense budget by \$1,000.00 to reflect the Sarnoff Raymond Foundation donation.
4. To increase the Digitization Expense budget by \$1,220.00 to reflect restricted donations carried forward (unspent) from the previous year.
5. To open the Phase IV Renovation Expense budget with \$191,413.50 reflecting encumbrances from the previous year (P.O.'s att.).

Centennial Committee

Nancy Clifford reported that the Centennial Trail maps (with QR codes) are completed and will be available to purchase for \$4.95 per map. The Library agreed that they would serve as an outlet for the public to purchase these maps, retaining the money collected for pick up by the Centennial Committee.

Final preparations are underway for the Centennial Parade on August 17th.

The next meeting of the Board will be Thursday, September 19, 2024 at 7:00 PM in the library.

Meeting adjourned at 8:18 PM.

:sjn
7/24/24

***Greenwood Lake Public Library
Board of Trustee
Meeting Minutes
September 19, 2024***

Trustees Present

Kayla Andrews, President
Vicky Sarine, Secretary
Pat Nolan, Finance Officer
Deb Santarpia-Searle

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Nancy Clifford's absence was excused. Kayla Andrews opened the meeting at 7:08 PM in the library program room.

Previous Minutes

Vicky Sarine made a *motion* to accept the July, 2024 meeting *minutes* as presented. Seconded by Deb Searle; carried.

Director's Report

Report attached. Additional items include:

1. Pat Nolan made a *motion* to enact library "winter hours", effective 1/1/25 thru 3/9/25. During those dates the library will close at 8 PM rather than 9 PM. Seconded by Deb Santarpia; carried.
- Resolution on the proposed RCLS annual budget is tabled until the October meeting.
- Approval of the 2025 Holiday Closing List is tabled until the October meeting.
- Jill Cronin will reach out to the school in the coming weeks to discuss the ongoing parking issue.

By-Laws Committee

The committee will meet on October 16, 2024 at 6 PM to begin review of proposed amendments.

Audit & Finance

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

1. To accept the June 2024 year end financial statements as presented.
2. To accept the July and August 2024 financial statements as presented.
3. To transfer \$50,000 from the Webster Investment account to the Webster Payroll account.
4. To accept the Claims Auditor Reports for 7/21/24 through 9/18/24.
5. To increase the Phase IV Renovation Budget by \$82.50 to reflect spending to date.

New Business

Vicky Sarine made a *motion* to accept the Records Destruction Authorization for 2023-2024. Seconded by Pat Nolan; carried. (resolution attached).

Vicky Sarine opened a discussion regarding the lack of an elementary school librarian and how/if we could play a role in providing library services to the students. Further examination and investigation is necessary.

The Board entered *executive session* at 8:17 PM to discuss the Children's Services position, creation and filling of a new position, and personnel salaries. Regular session resumed at 8:28 PM.

Human Resource Committee

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

1. To create the position of Library Director I and nominate Jill Cronin for promotion into that position once created. Seconded by Deb Searle; carried.
2. To accept the appointment of Part Time Library Clerk, Judy Cruz-Palma to Full Time, effective 9/3/24. Seconded by Deb Searle; carried.
3. To accept the temporary appointment of Jenice Mosca to the Children's Services position. Seconded by Pat Nolan; carried.
4. To increase the salary of Library Assistant, Doris Chu, from her budgeted hourly rate to \$2.00 above that, effective 10/1/24. Seconded by Deb Searle; carried.
5. To increase the salary of Library Assistant, Christopher Wheeling, from his budgeted hourly rate to \$2.00 above that, effective 1/1/25. Seconded by Pat Nolan; carried.
6. To increase the salary of Principal Library Clerk, Aimee Morrow, from her budgeted hourly rate to \$1.92 above that, effective 1/1/25. Seconded by Deb Searle; carried.

The next meeting of the Board will be Thursday, October 17, 2024 at 7 PM in the library.

Meeting adjourned at 8:40 PM.

:sjn
9/20/24

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

October 17, 2024

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Deb Searle's absence is excused.

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

Previous Minutes

Vicky Sarine made a *motion* to accept the September 2024 minutes as presented. Seconded by Nancy Clifford; carried.

Director's Report

Report attached.

The Board entered *executive session* at 7:50 PM to discuss the personnel reviews of one part time internal claims auditor, one part time library clerk and one part time custodial worker, as well as filling the open positions of Library Assistant Children's Services and Library Director I. Regular meeting resumed at 8:00 PM.

Human Resource/By-Laws Committee

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

1. To accept the personnel review of Property Superintendent, Chris Ortiz, granting him permanent status and awarding the second half of his budgeted salary increase, effective 11/20/24.
2. To accept the personnel review of Internal Claims Auditor, Susan Trazino, awarding the second half of her budgeted salary increase, effective 11/1/24.
3. To accept the personnel review of Part Time Library Clerk, Patricia Donovan, awarding the second half of her budgeted salary increase, effective 11/16/24.
4. To approve the 90-day temporary appointment of Casey Mears to the position of Library Assistant Children's Services, effective 10/29/24 (when temp. Jenice Mosca vacates the position).

The By-Laws Committee will meet on Thursday, November 14th at 6M in the library.

Audit & Finance Committee

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

1. To accept the Internal Claims Auditor reports for 10/2/24 and 10/16/24.
2. To transfer \$100 from Janitorial Supplies Expense to Insurance Expense.
3. To renew the employee health insurance policy through MVP Healthcare for the 12/1/24-11/30/25 coverage period.
4. To renew the Dental/Vision/Life insurance policy through United Healthcare/Oxford Benefit Management for the 12/1/24-11/30/25 coverage period.
5. To accept the September 2024 financial statements as presented.

Centennial Committee

Nancy Clifford reported that one of the two final programs was cancelled by the presenter, so the last lecture will be this coming Sunday at the library.

The deadline for submitting an envelope for the time capsule has been extended from 10/31/24 to 12/15/24.

Old Business

Pat Nolan made a *motion* to approve the 2025 Holiday Schedule with the addition of two paid holidays: Juneteenth and Veteran's Day. Seconded by Nancy Clifford; carried.

Vicky Sarine made a *motion* to accept the 2025 RCLS Operating Budget (see attached). Seconded by Pat Nolan; carried.

The next meeting of the Board will be Thursday, November 21st at 7:00 PM.

Meeting adjourned at 8:30 PM.

:sjn

10/18/24

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

***Greenwood Lake Public Library
Meeting Minutes***

Annual Board and Staff Meeting

Monday, December 30, 2024

Board Present

Kayla Andrews, Pres.
Pat Nolan, Finance Officer
Vicky Sarine, Secretary
Deb Santarpia-Searle

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer
Jennifer El-Rifai
Lisa Franke
Judy Cruz Palma
Chris Wheeling
Aimee Morrow
Mary Sheeran
Chris Ortiz
Susan Trazino

Nancy Clifford, Casey Mears, Doris Chu, Brenda Downs, Pat Donovan and Rachel Trusewicz:
all absences were excused.

Kayla Andrews opened the meeting at 5:30 PM at The Breezy Restaurant.

After welcoming the staff to this annual meeting and thanking them for their service and contributions to the Library over the past year, Kayla opened the floor to staff participation.

There is no reportable staff input, committee reports, new or old business.

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

Meeting adjourned at 5:45 PM.

:sjn
1/8/25

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 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.

:sjn

1/22/25

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

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

Greenwood Lake Public Library
Board of Trustees
Meeting Minutes

March 18, 2025

Trustees Present

Kayla Andrews, Pres.
Pat Nolan, Finance Officer
Deborah Santarpia-Searle

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Kayla Andrews opened the meeting at 7:15 PM in the library program room. The absences of Nancy Clifford and Vicky Sarine were excused.

Previous Minutes

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

Director's Report - Attached

Audit & Finance Committee

Report attached. Pat Nolan made the following *motions*, which were seconded by Deb Searle and carried:

1. To accept the February 2025 financial statements as presented
2. To accept the Internal Claims Auditor report for 3/5/25
3. To increase the Renovation Phase V Expense budget by \$1,650.00 to reflect spending to date.

Committee presented recommended changes to the 2025-2026 Operating Budget draft for the Board's consideration before finalizing the proposed budget at the April meeting.

Old Business

Pat Nolan made a *motion* to set the Election Inspector's rate of pay at \$200 for the nine-hour shift required for our Annual Meeting and Budget Vote on 5/15/25. Seconded by Deb Searle; carried.

The Board entered *executive session* at 8PM to discuss the annual personnel review of one part time Account Clerk, the Library Director I position and an employee incident report. Regular session resumed at 8:35 PM.

Human Resource Committee

Report attached. Pat Nolan made the following *motions*, which were seconded by Deb Searle and carried:

1. To table the annual personnel review of Library Director I, Jill Cronin until the April meeting.
2. To accept the annual personnel review of part time Account Clerk, Jennifer El-Rifai, granting her the balance of her budgeted salary increase, effective 4/14/25.
3. To rescind the increase to the maximum of paid Supplemental Insurance offered, leaving this benefit to remain at \$2,500 per year.
4. To contact NYSLRS in writing that we are withdrawing our inquiry based on the quote issued for our participation in the state pension fund.

The next meeting of the Board will be Thursday, April 17, 2025 at 7 PM in the library.

Meeting adjourned at 8:45 PM.

:sjn

3/19/25

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

April 9, 2025

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Guest – Stephen Hoefler, CFO RCLS

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

Stephen Hoefler 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

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

May 15, 2025

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Nancy Clifford opened the meeting at 7:08 PM in the library program room. Kayla Andrews's absence was excused.

Previous Minute

Vicky Sarine made a *motion* to accept the April 2025 minutes as presented. Seconded by Pat Nolan; carried.

Director's Report

Report attached. Additional items include:

1. Vicky Sarine made a *motion* to adopt an amendment to the Policy Manual, Section II (Computer Policies) entitled "Internet Safety Policy". Seconded by Deb Searle; carried.
2. Vicky Sarine made a *motion* to adopt the RCLS Letter of Agency for E-Rate Program Funding Years 2026-2031 (executed copy attached). Seconded by Pat Nolan; carried.

The Board granted approval for the library to close from 9-11 AM on Monday, August 11th for a staff meeting.

Renovation Committee

Deb Searle made a *motion* to award the Phase V ramp construction project to FC&C Construction of Highland Falls, NY at \$98,900.00 with an add alternate of \$4,800.00. Seconded by Nancy Clifford; carried.

Audit & Finance Committee

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

1. To accept the April 2025 financial statements as presented. Seconded by Vicky Sarine; carried.
2. To accept the Internal Claims Auditor reports for 4/16/25 and 5/1/25. Seconded by Deb Searle; carried.
3. To transfer \$300 from Professional Fees Expense to Dues & Subscriptions. Seconded by Vicky Sarine; carried.
4. To increase the Phase V Renovation Expense by \$3,423.60 to reflect spending to date. Seconded by Deb Searle; carried.
5. To increase the Book Expense Budget by \$50.00 to reflect a restricted donation. Seconded by Vicky Sarine; carried.

6. To transfer \$75,000 from the Webster Investment Account to the Webster Payroll Account. Seconded by Deb Searle; carried.
7. To transfer \$150,000 from the Webster Investment Account to the Webster Operating Account, contingent on invoicing for the Phase V Ramp project. Seconded by Vicky Sarine; carried.
8. To transfer \$750.00 from Janitorial Supplies to Office Supplies. Seconded by Deb Searle; carried.
9. To increase the following budget line items to reflect “Bullet Aid” spending. Seconded by Vicky Sarine; carried:
 - o YA Program Expense \$ 739.83
 - o Children’s Program Expense \$ 432.46
 - o Office Supply Expense \$1,007.48

The Board entered *executive session* at 7:58 PM to review one employee incident and present the annual personnel review of the Library Director I. Regular session resumed at 8:25 PM.

New Business

Election Inspectors Katharine Chin and Susan Sterling reported the results of the Library Budget Vote which concluded at 8:00 PM. Proposition 1 (the 2025-2026 Operating Budget) passed 61-4 and Proposition II (Appropriations) passed 62-2. Deb Searle made a *motion* to accept the results as stated. Seconded by Pat Nolan; carried.

Human Resource Committee

1. Pat Nolan made a *motion* to accept the annual personnel review of Library Director, Jill Cronin. Seconded by Deb Searle; carried.
2. Pat Nolan made a *motion* to temporarily appoint Jean Zimmer to the position of Internal Claims Auditor (P/T Account clerk) at the rate of \$24/hour. Seconded by Vicky Sarine; carried.

By-Laws Committee

Vicky Sarine made a *motion* to amend the Policies Manual to include protocols for interaction with Immigration Agencies (see attached). Seconded by Pat Nolan; carried.

The next meeting of the Board of Trustees is the re-organizational meeting on Thursday, July 17, 2025 at 7 PM in the library.

Meeting adjourned at 8:37 PM.

:sjn
5/16/25