

Greenwood Lake Public Library

Board of Trustees

Meeting Minutes

July 17, 2025

Trustees Present

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

Staff Present

Jill Cronin, Director

Kayla Andrews opened the **Re-Organizational Meeting** at 7:20 PM in the library staff room.

Nomination of Officers

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

Presiding Secretary, Vicky Sarine, confirmed this slate of nominated officers and affirmed the nominations.

Appointment of Committee Chairs

President Nancy Clifford appointed Chairpersons as follows:

1. Pat Nolan – Audit & Finance Committee
2. Vicky Sarine – Human Resources/By-Laws Committee
3. Deb Searle – Property Committee
4. Pat Nolan – Legislative/Grant Committee
5. Deb Searle – Capital Project Committee

Committee Chairs appointed Jill Cronin and Sandra Newman as members of all committees.

Assignment of Outside Professionals

Vicky Sarine made a *motion* to accept the following list of assignments. Seconded by Pat Nolan; carried.

Independent Auditor	Nugent & Haeussler, P.C.
Banking	Webster Bank
Computer Consultant	<i>to be determined</i>
HVAC/Elec./Plumbing	Ed Schradin & Son
Fire Inspector	<i>provided by the GWLUFSD</i>

Attorney	Kevin Preston, Esq.
Insurance Agencies	Acrisure Warwick (Seely & Durland, Inc.)
	Medical Solutions Corp. (Jon Miller)
Alarm System/Cameras	Safe & Sound Home Services Corp.
Phones	Voice Com

Finance Designations

Pat Nolan made the following assignments:

Check Signing	Kayla Andrews
	Deb Searle
Purchase Orders	Jill Cronin
Invoices	Jeanie Zimmer
Alternate	Pat Nolan

Nancy Clifford opened the **Regular Business Meeting** at 7:29 PM in the library program room.

Previous Minutes

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

Director's Report

Report attached. Additional items include:

1. Pat Nolan made a *motion* that the library cover the cost of Jill Cronin's attendance as representative of the Library at the NYLA Conference this November. Seconded by Deb Searle; carried.

The Board entered *executive session* at 7:55 PM to discuss the annual personnel reviews of two library clerks, salary increase for one Library Assistant, and two patron incidents from June. Regular session resumed at 8:12 PM.

Human Resource Committee

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

1. To accept the annual personnel review of part time Library Clerk, Lisa Franke, awarding her budgeted salary increase, effective 9/13/25. Seconded by Deb Searle; carried.
2. To accept the annual personnel review of full time Library Clerk, Judy Cruz-Palma, awarding her budgeted salary increase, effective 9/2/25. Seconded by Kayla Andrews; carried.
3. To award 50% of the budgeted salary increase for full time Library Assistant, Doris Chu, effective 10/12/25, with the balance awarded on her anniversary (3/12/26). Seconded by Pat Nolan; carried.

Audit & Finance Committee

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

2024-2025 Fiscal Year

1. To accept the May 2025 financial statements as presented. Seconded by Vicky Sarine; carried.
2. To increase the Office Supplies Expense Budget by \$1,232.98 to reflect “Bullet Aid” spending. Seconded by Kayla Andrews; carried.
3. To accept the Internal Claims Auditor reports for 6/11/25 and 6/25/25. Seconded by Deb Searle; carried.
4. To Transfer \$2,529.00 from the Repair & Maintenance Expense Budget to Automation Expense. Seconded by Vicky Sarine; carried.
5. To Increase the Phase IV Renovation budget by \$3,305.50 to reflect spending through 6/30/25. Seconded by Kayla Andrews; carried.
6. To increase the Phase V Renovation Budget by \$4,540.00 to reflect spending through 6/30/25. Seconded by Deb Searle; carried.
7. To transfer \$350.00 from Employee Health Insurance Expense Budget to SEP Expense. Seconded by Vicky Sarine; carried.

2025-2026 Fiscal Year

1. To increase the Adult Program Budget by \$1,000 to reflect restricted donations received. Seconded by Vicky Sarine; carried.
2. To increase the Digitization Expense Budget by \$200.00 to reflect restricted donations received. Seconded by Vicky Sarine; carried.
3. To transfer \$100,000.00 from the Webster Investment Account to the Webster Payroll Account. Seconded by Kayla Andrews; carried.
4. To accept the Internal Claims Auditor Report for 7/9/25. Seconded by Deb Santarpia; carried.

The independent audit will be conducted on-site September 8-10, 2025 by Nugent & Haeussler.

Renovation Committee

Executed Resolution attached.

Deb Searle made a *motion* to adopt the SEQR Determination/Resolution for the proposed Overframe Roofing Project (Renovation Phase IV). Seconded by Vicky Sarine; carried.

Old Business

E-Mail correspondence from Jill Cronin to Elementary School Principal, Michelle Ring, regarding the on-going parking situation is attached.

The next meeting of the Board of Trustees will be Tuesday, September 16, 2025 at 7:00 PM in the library.

Meeting adjourned at 8:26 PM.

:sjn 7/22/25