

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

September 18, 2025

Trustees Present

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

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Nancy Clifford opened the meeting at 7:13 PM in the library program room. One patron was in attendance.

Previous Minutes

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

Nancy Clifford opened the floor to the public. Guest Tatyana Fedorenko was acknowledged, making a request that the library provide step stools in the restrooms so that children can access the sinks without assistance. As facilitator of the Library's Book Club, she also requested the library's assistance in promoting the club, as attendance has been diminishing.

Director's Report

Report attached. Additional items include:

Deb Searle made a *motion* to accept the 2026 Holiday Schedule as presented. Seconded by Pat Nolan; carried.

Audit & Finance Committee

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

1. To accept the financial statements as presented for June, July and August of 2025. Seconded by Deb Searle; carried.
2. To accept the Internal Claims Auditor reports for 7/23/25, 8/6/25, 8/20/25 and 9/3/25. Seconded by Vicky Sarine; carried.
3. To transfer \$100,000 from the Webster Investment Account to the Webster Payroll Account. Seconded by Deb Searle; carried.
4. To transfer \$100,000 from the Webster Investment Account to the Webster Operating Account. Seconded by Deb Searle; carried.
5. To accept the 6/30/25 Asset Inventory Reports from Industrial Appraisals, Inc. Seconded by Vicky Sarine; carried.
6. To accept the certification of payroll for Orange County Department of Human Resources for payroll covering 7/7/25 to 7/20/25. Seconded by Kayla Andrews; carried.
7. To increase the Children's Program Expense budget by \$2,944.00 to reflect "Bullet Aid" spending for the month of August. Seconded by Deb Searle; carried.

8. To increase the Phase V Renovation budget by \$57,019.00 to reflect contractor payment for July 2025. Seconded by Vicky Sarine; carried.

2024/2025 Year End Motions (see report)

1. To increase the Renovation Phase V budget by \$890.25 to reflect spending up to 6/30/25. Seconded by Nancy Clifford; carried.
2. To Transfer \$87.80 from Outreach Expense Budget to Postage & Freight Expense Budget to cover spending up to 6/30/25. Seconded by Nancy Clifford; carried.
3. To transfer \$97.40 from Travel & Workshops Expense Budget to Bank Charges Expense budget to balance the account after closing entries of 6/30/25. Seconded by Nancy Clifford; carried.

Legislative/Grant Committee

Pat Nolan proposed the following:

Let it be Resolved by the Board of Trustees of the Greenwood Lake Public Library, that unspent Construction Grant Funds from the Project #0386-23-994, as approved by the New York State Library Division of Library Development on June 3, 2025 (see attached), be utilized for the Roof Modification Project as outlined in the Amended Scope of work.

This resolution was seconded by Deborah Searle and accepted with a unanimous show of the Board.

The Board entered *executive session* at 8:29 PM to discuss the personnel review of one Library Assistant, Children’s Services, as well as several patron and employee incidents. Regular session resumed at 8:51 PM.

Human Resource Committee

Vicky Sarine made a *motion* to accept the annual personnel review of Casey Mears, Library Assistant Children’s Services, granting her budgeted salary increase and permanent status, effective 10/29/25. Seconded by Pat Nolan; carried.

New Business

The Board received copies of the 2026 RCLS Budget, to be reviewed and voted on at the October meeting.

Deb Searle made a *motion* to accept the Records Retention and Destruction Schedule for 2024/2025. Seconded by Pat Nolan; carried.

The next meeting of the Board will be Tuesday, October 21, 2025 at 7:00 PM in the library.

Meeting adjourned at 8:56 PM.

:sjn
9/19/25