

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

10/21/25

Trustees Present

Nancy Clifford, Pres.
Pat Nolan, Finance Officer
Deborah Searle, Secretary

Staff Present

Jill Cronin, Director

Absences by Kayla Andrews and Vicky Sarine were excused. Nancy Clifford opened the meeting at 7:09 PM in the library program room.

Previous Minutes

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

Director's Report

Report attached.

The Board entered ***executive session*** at 7:45 to perform the personnel review of one part time Library Clerk and one part time Property Superintendent. Regular session resumed at 7:59 PM.

Human Resource Committee

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

1. To accept the annual personnel review of Library Clerk, Patricia Donovan, granting her budgeted salary increase, effective 11/16/25.
2. To accept the annual personnel review of Property Superintendent, Christopher Ortiz, granting his budgeted salary increase, effective 11/20/25.

Audit & Finance Committee

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

1. To accept the September 2025 financial statements as presented.
2. To accept the Internal Claims Auditor reports for 9/18/25, 10/1/25 and 10/15/25.
3. To increase the Adult Program Expense budget by \$535.00 to reflect program fees collected.
4. To increase the Digitization Expense budget by \$200 to reflect restricted donations received.
5. To increase the Children's Program Expense budget by \$986.12 to reflect Bullet Aid spending.
6. To increase the Phase IV Renovation Expense budget by \$15,050 to reflect spending.

7. To transfer \$86 from the Telecommunications Expense budget to the Insurance Expense budget.

Old Business

Pat Nolan made a ***motion*** to accept the RCLS 2026 Operating Budget. Seconded by Deb Searle; carried.

The next meeting of the Board of Trustees will be Tuesday, November 18, 2025 at 7:00 PM.

Meeting adjourned at 8:10 PM.

JC; sjn
10/27/25