

Greenwood Lake Public Library
Board of Trustees
Meeting Minutes

November 18, 2025

Trustees Present

Nancy Clifford, Pres.
Vicky Sarine, V.P.
Deb Searle, Secretary
Kayla Andrews

Staff Present

Jill Cronin, Director
Sandra Newman, Treasurer

Nancy Clifford opened the meeting at 7:17 PM in the library program room. Pat Nolan's absence was excused.

Previous Minutes

Deb Searle made a *motion* to accept the October 2025 meeting minutes as presented. Seconded by Vicky Sarine; carried.

Director's Report

Report attached.

The Board entered *executive session* at 7:53 pm to discuss four personnel reviews and one temporary appointment. Regular meeting resumed at 8:28 PM.

Human Resource Committee

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

1. To accept the annual personnel review for full time Library Clerk, Brenda Downs, suspending her budgeted salary increase, subject to review in 6 months. Seconded by Kayla Andrews; carried.
2. To accept the annual personnel review of full time Library Assistant, Christopher Wheeling, granting his budgeted salary increase, effective 1/1/26. Seconded by Deb Searle; carried.
3. To accept the annual personnel review of full time Principal Library Clerk, Aimee Morrow, granting her budgeted salary increase, effective 1/1/26. Seconded by Kayla Andrews; carried.
4. To accept the annual personnel review of full time Principal Account Clerk/Treasurer, Sandra Newman, granting her budgeted salary increase, effective 1/7/26. Seconded by Deb Searle; carried.
5. Pending approval from Civil Service, to temporarily appoint Christopher Ortiz to the position of part time Library Clerk for a maximum 15 hours per week at a rate of \$17.00/hr. The term of the appointment will be from January through March, 2026 to provide coverage for two employees who will be out on disability during that period. This is in addition to his duties as part time Custodian. Seconded by Kayla Andrews; carried.

Audit & Finance Committee

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

1. To accept the October 2026 financial statements as presented. Seconded by Kayla Andrews; carried.
2. To accept the Internal Claims Auditor reports for 10/30/25 and 11/12/25. Seconded by Deb Searle; carried.
3. To transfer \$100,000 from the Webster Investment Account to the Webster Payroll account. Seconded by Kayla Andrews; carried.
4. To deposit the initial property tax revenue check, in the amount of \$890,286.85, in the Webster Investment Account. Seconded by Deb Searle; carried.
5. To increase the Adult Program Expense budget by \$155 to reflect program fees collected. Seconded by Deb Searle; carried.

This year's annual Board of Trustee and Staff Meeting will be held at the Library on Thursday, December 18th beginning at 11:30 AM.

The next meeting of the Board of Trustees will be Tuesday, January 20, 2026 at 7:00 PM in the library.

Meeting adjourned at 8:50 PM.

:sjn
11/19/25