

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

DRAFT

February 24, 2026

Trustees Present

Nancy Clifford, Pres.
Patricia Nolan, Finance Officer
Deborah Searle, Secretary
Kayla Andrews

Staff Present

Sandra Newman, Treasurer

Nancy Clifford opened the meeting at 7:22 PM in the library program room. Vicky Sarine's absence was excused.

Previous Minutes

Deb Searle made a *motion* to accept the January 20, 2026 meeting minutes as presented. Seconded by Pat Nolan; carried.

Director's Report

Report attached.

The Board entered *executive session* at 7:34 PM to discuss the annual personnel reviews of one Library Assistant and one Senior Library Clerk, as well as reviewing the interviews conducted for the Library Manager position. Regular session resumed at 7:40 PM.

Human Resource Committee

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

1. To accept the annual personnel review of Library Assistant/Head of Circulation, Doris Chu, granting the remaining 50% of her budgeted salary increase, effective 3/12/26. Seconded by Deb Searle; carried.
2. To accept the annual personnel review of Senior Library Clerk, Rachel Trusewicz, granting her budgeted salary increase, effective 3/1/26. Seconded by Kayla Andrews; carried.

Audit & Finance Committee

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

1. To accept the January 2026 financial statements as presented. Seconded by Kayla Andrews; carried.
2. To accept the Internal Claims Auditor reports for 2/5/26 and 2/19/26. Seconded by Deb Searle; carried.
3. To restrict \$1,500 of Bullet Aid revenue to the Travel & Workshops Expense budget. Seconded by Kayla Andrews; carried.
4. To increase the Phase V Renovation budget by \$1,500 to reflect spending to date. Seconded by Kayla Andrews; carried.
5. To increase the Book Expense budget by \$500.00 to reflect the Spanish Language grant received from the Greenwood Lake Lions Club. Seconded by Deb Searle; carried.

6. To increase the Digitization Expense budget by \$250.00 to reflect donations received in January. Seconded by Kayla Andrews; carried.
7. To accept the 6/30/25 fiscal audit report as presented by Nugent & Haeussler. Seconded by Deb Searle; carried.
8. To accept the NYS Annual Financial Report for the 24/25 fiscal operating year as prepared by Nugent & Haeussler. Seconded by Deb Searle; carried.
9. To accept the Form 990 IRS Tax filing for the 24/25 fiscal operating year as prepared by Nugent & Haeussler. Seconded by Kayla Andrews; carried.
10. To remain within the New York State Tax Cap limit for the proposed 2026/2027 fiscal operating budget. Seconded by Kayla Andrews; carried.

New Business

Pat Nolan made a ***motion*** to appoint Sandra Newman Election Chairperson for the Budget and Trustee Vote to be held on May 21, 2026. Seconded by Kayla Andrews; carried.

The next meeting of the Board will be Tuesday, March 24, 2026 at 7PM in the library.

Meeting adjourned at 8:14 PM.

:sjn
2/25/26