

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

DRAFT
March 24, 2026

Trustees Present

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

Staff Present

Sandra Newman, Treasurer

Guests

Lisa Milano

Nancy Clifford opened the meeting at 7:12 PM.

Previous Minutes

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

Director's Report

Report attached

Audit & Finance Committee

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

1. To accept the February 2026 financial statements as presented. Seconded by Vicky Sarine; carried.
2. To accept the Internal Claims Auditor reports for 3/5/26 and 3/19/26. Seconded by Deb Searle; carried.
3. To transfer \$100,000 from the Webster Investment Account to the Webster Payroll Account. Seconded by Vicky Sarine; carried.
4. To transfer \$800 from the Employee Health Insurance Expense to E-Content Maintenance expense. Seconded by Deb Searle; carried.
5. To transfer \$50 from Miscellaneous Expense to Bank Fees Expense. Seconded by Kayla Andrews; carried.
6. To increase the pay for Elections Inspectors from \$200 to \$225 for the 9-hour shift at the Annual Budget & Trustee Vote on 5/21/26. Seconded by Deb Searle; carried.

The Board entered executive session at 7:30 PM to discuss one annual personnel review, one open position and the 2026-2027 personnel/overall budget. Regular session resumed at 8:07 PM.

Human Resource Committee

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

1. To accept the annual personnel review of P/T. Account Clerk, Jennifer El-Rifai, granting her budgeted salary increase, effective 4/14/26. Seconded by Pat Nolan; carried.

2. Per the attached e-mail chain on 3/18/26, to appoint Aimee Morrow to the position of Library Manager, effective upon completion of her Bachelor's Degree on or before 6/1/26 at an annual salary of \$58,000 (see attached letter). Seconded by Pat Nolan; carried.
3. To approve 5 paid training hours per week for Aimee Morrow at her current rate, effective immediately and until her appointment date. Seconded by Deb Searle; carried.

Old Business

Annual Budget & Trustee Vote: Sandy Newman reported that legal notices have been placed, election inspectors have been contracted, petitions for Trustee are available and the Board of Elections has been contacted regarding voter rolls.

The next meeting of the Board of Trustees will be Thursday, April 23, 2026 at 7:00 PM in the library.

Meeting adjourned at 8:43 PM

:sjn
3/25/26