

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

April 23, 2026

**Trustees Present**

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

**Staff Present**

Aimee Morrow, Acting Supervisor  
Sandra Newman, Treasurer  
Chris Ortiz, Property. Super.

Nancy Clifford opened the meeting at 7:22 PM in the library program room.

**Previous Minutes**

Deb Searle made a ***motion*** to accept the March 24, 2026 meeting minutes as presented. Seconded by Pat Nolan; carried.

**Director's Report**

Report attached. Additional items include:

1. Vicky Sarine made a ***motion*** to close the library from 9-11 AM on Wednesday, June 3<sup>rd</sup> to facilitate a staff meeting. Seconded by Kayla Andrews; carried.
2. Pat Nolan made a ***motion*** to accept the Annual Report for Public and Association Libraries for fiscal year ending 6/30/26. Seconded by Deb Searle; carried.
- Nancy Clifford executed the Closing Assurance & Certification of Program Compliance forms for Phase IV and Phase V renovations, which are now complete.

**Property Report**

Report attached. All items pending.

**Audit & Finance Committee**

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

1. To accept the March 2026 financial statements as presented. Seconded by Vicky Sarine; carried.
2. To transfer \$100,000 from the Webster Investment Account to the Webster Operating Account, and to the Webster Payroll Account. Seconded by Vicky Sarine; carried.
3. To accept the Internal Claims Auditor reports for 4/2/26 and 4/16/26. Seconded by Deb Searle; carried.
4. To deposit the final property tax check for fiscal 2025-2026 in the amount of \$67,010.84 in the Webster Investment Account. Seconded by Deb Searle; carried.
5. To adopt the 2026-2027 proposed operating budget in the amount of \$995,268. Seconded by Deb Searle; carried.
6. To increase the Phase IV Renovation budget by \$23,000 to reflect spending to date. Seconded by Kayla Andrews; carried.
7. To increase the Phase V Renovation budget by \$4,900.13 to reflect spending to date. Seconded by Vicky Sarine; carried.

The Board entered ***executive session*** at 8:35 PM to discuss the tabled review of one full time library clerk, the approval of consultant fees, and the temporary assignment of oversight duties. Regular session resumed at 8:52 PM.

**Human Resource Committee**

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

1. To table the personnel review of full time Library Clerk, Brenda Downs, until July 1<sup>st</sup>.  
Seconded by Pat Nolan; carried.
2. To approve consultant fees for Jill Cronin for the month of May at her current hourly rate.  
Seconded by Pat Nolan; carried.
3. To designate the following tasks for the interim period until the Library Manager is installed:
  - a. Signing of purchase orders                      Aimee Morrow
  - b. Authorizing invoices                              Aimee Morrow
  - c. Decisions on routine HR issues                Aimee Morrow and Sandra Newman
  - d. Decisions on routine policy issues          Aimee Morrow and Sandra Newman

**New Business**

Correspondence received from NPV (Nelson, Pope, Voorhis, LLC) requesting information for the Village's Comprehensive Plan study. We will check with the School District, etc. to determine if our participation is necessary.

**Old Business**

Annual Meeting - Pat Nolan made a ***motion*** to approve the ballot for the 5/21/26 budget and trustee vote (see attached). Seconded by Kayla Andrews; carried.

The next meeting of the Board of Trustees will be Thursday, May 21, 2026 at 7PM in the Library.

Meeting adjourned at 9:05 PM.

:sjn  
4/24/26