

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

DRAFT  
May 21, 2026

**Trustees Present**

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

**Staff Present**

Aimee Morrow (acting Library Manager)  
Sandra Newman, Treasurer

**Guest**

Lisa Milano

Nancy Clifford opened the meeting at 7:17 PM in the library staff room.

As this was the final meeting for Board member, Kayla Andrews, all members and staff joined in acknowledging her for her contributions and service with heartfelt thanks and friendship.

**Previous Minutes**

Deb Searle made a *motion* to accept the April, 2026 minutes as presented. Seconded by Kayla Andrews; carried.

**Director's Report**

Report attached. Additional items include:

Deb Searle made a *motion* to approve the RCLS 2027 Contract for IT Services. Seconded by Vicky Sarine; carried.

**Property Committee**

Chris Ortiz submitted the attached report.

**Audit & Finance Committee**

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

1. To transfer \$100,000 from the Webster Investment Account to the Webster Payroll Account. Seconded by Kayla Andrews; carried.
2. To increase the Phase IV Renovation budget by \$778.05 to reflect spending on staff room remodel filed with the final amendment. Seconded by Deb Searle; carried.
3. To increase the Children's Program Expense budget by \$737.83 to reflect bullet aid spending. Seconded by Kayla Andrews; carried.
4. To transfer \$350.00 from Travel & Workshops Expense to Dues Expense. Seconded by Vicky Sarine; carried.
5. To accept the Internal Claims Auditor reports for 4/30/26 and 5/14/26. Seconded by Deb Searle; carried.

The Board entered *executive session* at 8:04 PM to discuss the Internal Claims Auditor position, one personnel review and an employee incident. Regular session resumed at 8:27 PM.

**Human Resource Committee**

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

1. To accept the resignation of Internal Claims Auditor, Margaret Zimmer, effective May 31, 2026. Seconded by Pat Nolan; carried.
2. To recategorize the position of Internal Claims Auditor from a payroll title to an Outside Professional compensated through Professional Fees Expense.
3. To appoint Theresa Taborda as the Internal Claims Auditor at a rate of \$23.00 per hour, effective June 1, 2026.
4. To grant Full Time Library Clerk, Brenda Downs her tabled 2025/2026 budgeted increase, effective June 1, 2026. An interim personnel review will be conducted to award the increase. Seconded by Pat Nolan; carried.

Pat Nolan made a *motion* that the Board compensate Library Treasurer, Sandra Newman, \$1,000 for additional duties performed during the interim of filling the Director's position. Seconded by Vicky Sarine; carried.

**Annual Meeting Results**

The 2026-2027 Proposed Operating Budget passed with 64 voting "Yes" and 7 voting "No".

Pat Nolan retained her seat on the Board for another term with 66 votes.

Lisa Milano secured the open Board seat with 67 votes.

Vice President, Vicky Sarine, made a *motion* to accept the results of the Annual Meeting and Budget Vote as outlined above. Seconded by Pat Nolan; carried.

**New Business**

Deb Searle requested that we immediately replace our American flag, as it is worn and not displayed properly.

The next meeting of the Board will be the re-organizational meeting, followed by a regular business meeting on Thursday, July 16, 2026 at 7:00 PM in the library.

Meeting adjourned at 8:43 PM.

: sjn

5/22/26