

GREENWOOD LAKE PUBLIC LIBRARY
BOARD OF TRUSTEES
RE-ORGANIZATIONAL MEETING

July 16, 2026

Trustees Present

Nancy Clifford, President
Deb Searle, Secretary
Lisa Milano

Staff Present

Aimee Morrow, Director
Sandra Newman, Treasurer

The absences of Vicky Sarine and Pat Nolan were excused.

Nancy Clifford opened the *re-organizational meeting* at 7:08 PM in the library's staff room.

New Trustee Lisa Milano read her Oath of Office into the records. Pat Nolan submitted her notarized Oath prior to the meeting.

Nomination of Officers

Nancy Clifford nominated the following Trustees for Officerships, as follows:

- Vicky Sarine for the office of President
- Deb Searle for the office of Vice President
- Lisa Milano for the office of Secretary
- Pat Nolan for the three-year term of Finance Officer (thru 6/30/29)

Presiding Secretary, Deb Searle, cast her vote for this slate of nominees and affirmed the nominations. Seconded by Lisa Milano; carried.

Appointment of Committee Chairs

Due to the absence of the new President, the V.P., Deb Searle, made appointments for Chairpersons as follows:

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| • Pat Nolan - Audit & Finance | <i>Aimee Morrow & Sandra Newman</i> |
| • Vicky Sarine – HR/By-Laws | <i>Aimee Morrow & Sandra Newman</i> |
| • Deb Searle – Property | <i>Aimee Morrow, Sandra Newman & Lisa Milano</i> |
| • Lisa Milano – Legislative/Grant | <i>Aimee Morrow & Sandra Newman</i> |
| • Nancy Clifford – Capital Project | <i>Aimee Morrow & Sandra Newman</i> |
| • Deb Searle – Children's Reading Garden | <i>Aimee Morrow, Sandra Newman,
Casey Mears & Nancy Clifford.</i> |

Committee Chairs appointed members as shown above in italics.

Assignment of Outside Professionals

Nancy Clifford made a ***motion*** to accept the following list of assignments. Seconded by Lisa Milano; carried.

Independent Auditor	Nugent & Haeussler
Banking	Webster Bank
Computer Consultant(s)	<i>to be determined</i>
HVAC/Elec./Plumbing	Ed Schradin & Sons
Fire Inspector	**Provided by the School District
Attorney	Kevin Preston, Esq.
Insurance Agency	Acrisure Warwick
Alarm System/Cameras	Safe & Sound Home Services Corp.
Phones	VoiceCom
Internal Claims Auditor	Theresa Taborda

Finance Designations

Due to the Finance Officer's absence, Nancy Clifford made the following designations which were seconded by Lisa Milano and carried:

Check Signing	Will rotate between all signees
Purchase Orders Authorization	Aimee Morrow
Invoice Authorization	Aimee Morrow & Sandra Newman
Alternate	Pat Nolan

New V.P. opens the regular business meeting at 7:25 PM.

Previous Minutes

Lisa Milano made a ***motion*** to accept the May 21, 2026 meeting minutes as presented. Seconded by Nancy Clifford; carried.

Director's Report

Report attached. Additional items include:

1. Lisa Milano made a ***motion*** to approve the 2027-2031 RCLS Plan of Service as presented. Seconded by Nancy Clifford; carried.
2. Nancy Clifford made a ***motion*** to approve the 2027-2032 RCLS Direct Access Plan as presented. Seconded by Lisa Milano; carried.

Property Committee

The Board reviewed three estimates received for repair of the HVAC units that interface with the DOAS system connected to the program room. (see attached)

- Nancy Clifford made a ***motion*** to accept the proposal from TM Brennan Service, Inc. in the amount of \$21,500.00 for replacement of both the outdoor and indoor units interfacing with the DOAS system. Seconded by Lisa Milano; carried.

The Board entered into ***executive session*** at 8:32 PM to discuss the personnel reviews of two Library Clerks, as well as several incident reports. Regular session resumed at 9:04 PM.

Human Resource Committee

Nancy Clifford made the following ***motions***, which were seconded by Lisa Milano and carried:

1. To accept the annual personnel review of part time Library Clerk, Lisa Franke, granting her budgeted increase, effective 9/13/26.
2. To accept the annual personnel review of full time Library Clerk, Judy Cruz-Palma, granting her budgeted increase, effective 9/3/26.
3. To nominate Judy Cruz-Palma for a non-competitive promotion to the position of Senior Library Clerk, pending Civil Service Approval.

By-Laws Committee

The By-Laws Committee will meet on Thursday, August 13, 2026 at 6:30 PM in the library to discuss proposed amendments associated with the new Minimum Standards.

Audit & Finance Committee

Report attached. Lisa Milano made the following ***motions*** which were seconded by Nancy Clifford and carried.

Fiscal 2025-2026:

1. To accept the financial statements for April and May, 2026 as presented
2. To accept the Internal Claims Auditor Reports for 5/28/26, 6/11/26 and 6/18/26
3. To transfer \$3,000 from Gross Wages to Professional Fees Expense
4. To transfer \$1,560 from Books Expense to Fuels & Utilities Expense
5. To increase Phase V Expenses by \$153.33 to reflect spending to date
6. To increase Children's Program Expense by \$528.18 to reflect Bullet Aid spending

Nancy Clifford made the following ***motions*** which were seconded by Lisa Milano and carried:

For fiscal 2026-2027:

1. To remove outgoing Board member, Kayla Andrews, from all Webster Bank accounts
2. To add new Trustee Lisa Milano to all Webster Bank accounts
3. To transfer \$100,000 from the Webster Investment Account to the Webster Operating Account
4. To transfer \$100,000 from the Webster Investment Account to the Webster Payroll Account
5. To accept the Internal Claims Auditor reports for 7/1/26 and 7/9/26
6. To increase the Book Expense budget by \$51.53 to reflect encumbrances
7. To increase Professional Fees Expense budget by \$8,775 to reflect encumbrances
8. To increase Children's Program Expense by \$86.97 to reflect encumbrances

The Board executed new signature cards for all Webster Bank Accounts.

Renovation Committee

New York State Division of Library Development has accepted the final amendments to Phase IV of the renovation project and issued the FS-10-F, to be executed by the Board President and returned to DLD.

New Business

Senator James Skoufis has awarded the Library a grant in the amount of \$8,928 for Youth Programming (correspondence attached).

The next meeting of the Board of Trustees will be Tuesday, September 15, 2026 at 7:00 PM in the library.

Meeting adjourned at 9:26 PM

:sjn

7/20/26