Greenwood Lake Public Library

Board of Trustees

Meeting Minutes

July 17, 2025

Trustees Present	**Staff Present**
Kayla Andrews, Pres. Nancy Clifford, V.P. Vicky Sarine, Secretary Pat Nolan, Finance Officer Deb Searle	Jill Cronin, Director

Kayla Andrews opened the **Re-Organizational Meeting** at 7:20 PM in the library staff room.

Nomination of Officers

1. Vicky Sarine nominated Nancy Clifford for the office of President. Seconded by Pat Nolan.
2. Pat Nolan nominated Vicky Sarine for the office of Vice President. Seconded by Kayla Andrews
3. Nancy Clifford nominated Deb Searle for the office of Secretary. Seconded by Vicky Sarine

Presiding Secretary, Vicky Sarine, confirmed this slate of nominated officers and affirmed the nominations.

Appointment of Committee Chairs

President Nancy Clifford appointed Chairpersons as follows:

1. Pat Nolan – Audit & Finance Committee
2. Vicky Sarine – Human Resources/By-Laws Committee
3. Deb Searle – Property Committee
4. Pat Nolan – Legislative/Grant Committee
5. Deb Searle – Capital Project Committee

Committee Chairs appointed Jill Cronin and Sandra Newman as members of all committees.

Assignment of Outside Professionals

Vicky Sarine made a ***motion*** to accept the following list of assignments. Seconded by Pat Nolan; carried.

Independent Auditor	Nugent & Haeussler, P.C.
Banking	Webster Bank
Computer Consultant	*to be determined*
HVAC/Elec./Plumbing	Ed Schradin & Son
Fire Inspector	*provided by the GWLUFSD*

Attorney	Kevin Preston, Esq.
Insurance Agencies	Acrisure Warwick (Seely & Durland, Inc.)
	Medical Solutions Corp. (Jon Miller)
Alarm System/Cameras	Safe & Sound Home Services Corp.
Phones	Voice Com

Finance Designations

Pat Nolan made the following assignments:

Check Signing	Kayla Andrews
	Deb Searle
Purchase Orders	Jill Cronin
Invoices	Jeanie Zimmer
Alternate	Pat Nolan

Nancy Clifford opened the **Regular Business Meeting** at 7:29 PM in the library program room.

Previous Minutes

Vicky Sarine made a ***motion*** to accept the May, 2025 meeting minutes as presented. Seconded by Pat Nolan; carried.

Director's Report

Report attached. Additional items include:

1. Pat Nolan made a ***motion*** that the library cover the cost of Jill Cronin's attendance as representative of the Library at the NYLA Conference this November. Seconded by Deb Searle; carried.

The Board entered ***executive session*** at 7:55 PM to discuss the annual personnel reviews of two library clerks, salary increase for one Library Assistant, and two patron incidents from June. Regular session resumed at 8:12 PM.

Human Resource Committee

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

1. To accept the annual personnel review of part time Library Clerk, Lisa Franke, awarding her budgeted salary increase, effective 9/13/25. Seconded by Deb Searle; carried.
2. To accept the annual personnel review of full time Library Clerk, Judy Cruz-Palma, awarding her budgeted salary increase, effective 9/2/25. Seconded by Kayla Andrews; carried.
3. To award 50% of the budgeted salary increase for full time Library Assistant, Doris Chu, effective 10/12/25, with the balance awarded on her anniversary (3/12/26). Seconded by Pat Nolan; carried.

Audit & Finance Committee
Report attached. Pat Nolan made the following ***motions***:

2024-2025 Fiscal Year
1. To accept the May 2025 financial statements as presented. Seconded by Vicky Sarine; carried.
2. To increase the Office Supplies Expense Budget by $1,232.98 to reflect "Bullet Aid" spending. Seconded by Kayla Andrews; carried.
3. To accept the Internal Claims Auditor reports for 6/11/25 and 6/25/25. Seconded by Deb Searle; carried.
4. To Transfer $2,529.00 from the Repair & Maintenance Expense Budget to Automation Expense. Seconded by Vicky Sarine; carried.
5. To Increase the Phase IV Renovation budget by $3,305.50 to reflect spending through 6/30/25. Seconded by Kayla Andrews; carried.
6. To increase the Phase V Renovation Budget by $4,540.00 to reflect spending through 6/30/25. Seconded by Deb Searle; carried.
7. To transfer $350.00 from Employee Health Insurance Expense Budget to SEP Expense. Seconded by Vicky Sarine; carried.

2025-2026 Fiscal Year
1. To increase the Adult Program Budget by $1,000 to reflect restricted donations received. Seconded by Vicky Sarine; carried.
2. To increase the Digitization Expense Budget by $200.00 to reflect restricted donations received. Seconded by Vicky Sarine; carried.
3. To transfer $100,000.00 from the Webster Investment Account to the Webster Payroll Account. Seconded by Kayla Andrews; carried.
4. To accept the Internal Claims Auditor Report for 7/9/25. Seconded by Deb Santarpia; carried.

The independent audit will be conducted on-site September 8-10, 2025 by Nugent & Haeussler.

Renovation Committee
Executed Resolution attached.
Deb Searle made a ***motion*** to adopt the SEQR Determination/Resolution for the proposed Overframe Roofing Project (Renovation Phase IV). Seconded by Vicky Sarine; carried.

Old Business
E-Mail correspondence from Jill Cronin to Elementary School Principal, Michelle Ring, regarding the on-going parking situation is attached.

The next meeting of the Board of Trustees will be Tuesday, September 16, 2025 at 7:00 PM in the library.

Meeting adjourned at 8:26 PM. :sjn 7/22/25

GREENWOOD LAKE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES

September 18, 2025

Trustees Present	**Staff Present**
Nancy Clifford, Pres.	Jill Cronin, Director
Vicky Sarine, V.P.	Sandra Newman, Treasurer
Pat Nolan, Finance Officer	
Deborah Searle, Secretary	
Kayla Andrews	

Nancy Clifford opened the meeting at 7:13 PM in the library program room. One patron was in attendance.

Previous Minutes

Deb Searle made a ***motion*** to accept the July, 2025 meeting minutes as presented. Seconded by Pat Nolan; carried.

Nancy Clifford opened the floor to the public. Guest Tatyana Fedorenko was acknowledged, making a request that the library provide step stools in the restrooms so that children can access the sinks without assistance. As facilitator of the Library's Book Club, she also requested the library's assistance in promoting the club, as attendance has been diminishing.

Director's Report

Report attached. Additional items include:
Deb Searle made a ***motion*** to accept the 2026 Holiday Schedule as presented. Seconded by Pat Nolan; carried.

Audit & Finance Committee

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

1. To accept the financial statements as presented for June, July and August of 2025. Seconded by Deb Searle; carried.
2. To accept the Internal Claims Auditor reports for 7/23/25, 8/6/25, 8/20/25 and 9/3/25. Seconded by Vicky Sarine; carried.
3. To transfer $100,000 from the Webster Investment Account to the Webster Payroll Account. Seconded by Deb Searle; carried.
4. To transfer $100,000 from the Webster Investment Account to the Webster Operating Account. Seconded by Deb Searle; carried.
5. To accept the 6/30/25 Asset Inventory Reports from Industrial Appraisals, Inc. Seconded by Vicky Sarine; carried.
6. To accept the certification of payroll for Orange County Department of Human Resources for payroll covering 7/7/25 to 7/20/25. Seconded by Kayla Andrews; carried.
7. To increase the Children's Program Expense budget by $2,944.00 to reflect "Bullet Aid" spending for the month of August. Seconded by Deb Searle; carried.

8. To increase the Phase V Renovation budget by $57,019.00 to reflect contractor payment for July 2025. Seconded by Vicky Sarine; carried.

2024/2025 Year End *Motions* (see report)

1. To increase the Renovation Phase V budget by $890.25 to reflect spending up to 6/30/25. Seconded by Nancy Clifford; carried.
2. To Transfer $87.80 from Outreach Expense Budget to Postage & Freight Expense Budget to cover spending up to 6/30/25. Seconded by Nancy Clifford; carried.
3. To transfer $97.40 from Travel & Workshops Expense Budget to Bank Charges Expense budget to balance the account after closing entries of 6/30/25. Seconded by Nancy Clifford; carried.

Legislative/Grant Committee

Pat Nolan proposed the following:

Let it be Resolved by the Board of Trustees of the Greenwood Lake Public Library, that unspent Construction Grant Funds from the Project #0386-23-994, as approved by the New York State Library Division of Library Development on June 3, 2025 (see attached), be utilized for the Roof Modification Project as outlined in the Amended Scope of work.

This resolution was seconded by Deborah Searle and accepted with a unanimous show of the Board.

The Board entered ***executive session*** at 8:29 PM to discuss the personnel review of one Library Assistant, Children's Services, as well as several patron and employee incidents. Regular session resumed at 8:51 PM.

Human Resource Committee

Vicky Sarine made a ***motion*** to accept the annual personnel review of Casey Mears, Library Assistant Children's Services, granting her budged salary increase and permanent status, effective 10/29/25. Seconded by Pat Nolan; carried.

New Business

The Board received copies of the 2026 RCLS Budget, to be reviewed and voted on at the October meeting.

Deb Searle made a ***motion*** to accept the Records Retention and Destruction Schedule for 2024/2025. Seconded by Pat Nolan; carried.

The next meeting of the Board will be Tuesday, October 21, 2025 at 7:00 PM in the library.

Meeting adjourned at 8:56 PM.

:sjn
9/19/25

Greenwood Lake Public Library
Board of Trustee
Meeting Minutes

10/21/25

<u>Trustees Present</u>	**<u>Staff Present</u>**
Nancy Clifford, Pres.	Jill Cronin, Director
Pat Nolan, Finance Officer	
Deborah Searle, Secretary	

Absences by Kayla Andrews and Vicky Sarine were excused. Nancy Clifford opened the meeting at 7:09 PM in the library program room.

<u>Previous Minutes</u>
Deb Searle made a ***motion*** to accept the September, 2025 minutes as presented. Seconded by Pat Nolan; carried.

<u>Director's Report</u>
Report attached.

The Board entered ***executive session*** at 7:45 to perform the personnel review of one part time Library Clerk and one part time Property Superintendent. Regular session resumed at 7:59 PM.

<u>Human Resource Committee</u>
Report attached. Deb Searle made the following ***motions***, which were seconded by Pat Nolan and carried:

1. To accept the annual personnel review of Library Clerk, Patricia Donovan, granting her budgeted salary increase, effective 11/16/25.
2. To accept the annual personnel review of Property Superintendent, Christopher Ortiz, granting his budgeted salary increase, effective 11/20/25.

<u>Audit & Finance Committee</u>
Report attached. Pat Nolan made the following ***motions***, which were seconded by Deb Searle and carried:

1. To accept the September 2025 financial statements as presented.
2. To accept the Internal Claims Auditor reports for 9/18/25, 10/1/25 and 10/15/25.
3. To increase the Adult Program Expense budget by $535.00 to reflect program fees collected.
4. To increase the Digitization Expense budget by $200 to reflect restricted donations received.
5. To increase the Children's Program Expense budget by $986.12 to reflect Bullet Aid spending.
6. To increase the Phase IV Renovation Expense budget by $15,050 to reflect spending.

7. To transfer $86 from the Telecommunications Expense budget to the Insurance Expense budget.

<u>Old Business</u>
Pat Nolan made a ***motion*** to accept the RCLS 2026 Operating Budget. Seconded by Deb Searle; carried.

The next meeting of the Board of Trustees will be Tuesday, November 18, 2025 at 7:00 PM.

Meeting adjourned at 8:10 PM.

JC; sjn
10/27/25

Greenwood Lake Public Library
Board of Trustees
Meeting Minutes

November 18, 2025

Trustees Present
Nancy Clifford, Pres.
Vicky Sarine, V.P.
Deb Searle, Secretary
Kayla Andrews

Staff Present
Jill Cronin, Director
Sandra Newman, Treasurer

Nancy Clifford opened the meeting at 7:17 PM in the library program room. Pat Nolan's absence was excused.

Previous Minutes
Deb Searle made a ***motion*** to accept the October 2025 meeting minutes as presented. Seconded by Vicky Sarine; carried.

Director's Report
Report attached.

The Board entered ***executive session*** at 7:53 pm to discuss four personnel reviews and one temporary appointment. Regular meeting resumed at 8:28 PM.

Human Resource Committee
Report attached. Vicky Sarine made the following ***motions***:

1. To accept the annual personnel review for full time Library Clerk, Brenda Downs, suspending her budgeted salary increase, subject to review in 6 months. Seconded by Kayla Andrews; carried.
2. To accept the annual personnel review of full time Library Assistant, Christopher Wheeling, granting his budgeted salary increase, effective 1/1/26. Seconded by Deb Searle; carried.
3. To accept the annual personnel review of full time Principal Library Clerk, Aimee Morrow, granting her budgeted salary increase, effective 1/1/26. Seconded by Kayla Andrews; carried.
4. To accept the annual personnel review of full time Principal Account Clerk/Treasurer, Sandra Newman, granting her budgeted salary increase, effective 1/7/26. Seconded by Deb Searle; carried.
5. Pending approval from Civil Service, to temporarily appoint Christopher Ortiz to the position of part time Library Clerk for a maximum 15 hours per week at a rate of $17.00/hr. The term of the appointment will be from January through March, 2026 to provide coverage for two employees who will be out on disability during that period. This is in addition to his duties as part time Custodian. Seconded by Kayla Andrews; carried.

Audit & Finance Committee

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

1. To accept the October 2026 financial statements as presented. Seconded by Kayla Andrews; carried.
2. To accept the Internal Claims Auditor reports for 10/30/25 and 11/12/25. Seconded by Deb Searle; carried.
3. To transfer $100,000 from the Webster Investment Account to the Webster Payroll account. Seconded by Kayla Andrews; carried.
4. To deposit the initial property tax revenue check, in the amount of $890,286.85, in the Webster Investment Account. Seconded by Deb Searle; carried.
5. To increase the Adult Program Expense budget by $155 to reflect program fees collected. Seconded by Deb Searle; carried.

This year's annual Board of Trustee and Staff Meeting will be held at the Library on Thursday, December 18th beginning at 11:30 AM.

The next meeting of the Board of Trustees will be Tuesday, January 20, 2026 at 7:00 PM in the library.

Meeting adjourned at 8:50 PM.

:sjn
11/19/25

GREENWOOD LAKE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES

JANUARY 20, 2026

Trustees Present	**Staff Present**
Nancy Clifford, Pres.	Jill Cronin, Director
Vicky Sarine, V.P.	Sandy Newman, Treasurer
Pat Nolan, Finance Officer	
Deb Searle, Secretary	
Kayla Andrews	

Nancy Clifford opened the meeting at 7:01 PM in the library program room.

Previous Minutes
Pat Nolan made a ***motion*** to accept the November, 2026 meeting minutes as presented. Seconded by Vicky Sarine; carried.

Director's Report
Report attached

Audit & Finance Committee
Report attached. Pat Nolan made the following ***motions***:
1. To accept the November and December 2025 financial statements as presented. Seconded by Kayla Andrews; carried.
2. To transfer $100,000 from the Webster Investment Account to the Webster Operating Account…***and***
   To transfer $100,000 from the Webster Investment Account to the Webster Payroll Account. Seconded by Kayla Andrews; carried.
3. To restrict $2,863.80 of the Bullet Aid revenue to Miscellaneous Expenses for the map framing project. Seconded by Deb Searle; carried.
4. To accept the Internal Claims Auditor reports for 12/4/25, 12/17/25 and 1/7/26. Seconded by Vicky Sarine; carried.
5. To increase the Phase IV Renovation budget by $226.00 to reflect spending to date. Seconded by Vicky Sarine; carried.
6. To increase the Phase V Renovation budget by $67,909.41 to reflect final contractor payment. Seconded by Deb Searle; carried.
7. To approve the Tuition Reimbursement Request submitted by Aimee Morrow at 50% reimbursement. Seconded by Vicky Sarine; carried.

The 2026-2027 fiscal Budget Committee will meet on Friday 2/13/26 at 3 PM in the Library.

New Business

- Pat Nolan thanked the Library on behalf of the Food Pantry for our participation in their Toiletry Drive.
- Nancy Clifford and Deb Searle will attend the Civil Service informational training session with Sandy Newman on Tuesday, February 10th from 9:30-12:30 at the Orange County Government Center.
- Nancy Clifford presented the 2026-2027 Lions International Peace Poster and Essay Contest, requesting that the Library partner with the Lions to bring this year's contest to Greenwood Lake. It was agreed we would participate.

The Board entered ***executive session*** at 7:41 PM to discuss the annual personnel review of one part time library clerk, change in schedule request for one part time account clerk, and applicants for the Library Manager position. Regular meeting resumed at 8:40 PM.

Human Resource Committee

Report(s) attached. Vicky Sarine made the following ***motions***:

From emergency executive session 12/4/25:

1. To accept the resignation of Library Director, Jill Cronin, effective 1/31/26. Seconded by Pat Nolan; carried.
2. To convert Jill Cronin's 35-hour work week from 5 days to 4 days for the month of January. Seconded by Deb Searle; carried.
3. To canvass for the position of Library Manager utilizing the guidelines outlined by Civil Service and the library's by-laws. Seconded by Pat Nolan; carried.

1/20/26 motions:

1. To rescind the previously adopted ***motion*** to retain Jill Cronin as a consultant/trainer for up to 2 days per week for the month of February. Seconded by Pat Nolan; carried.
2. To appoint Jill Cronin to the position of Temporary Library Director I for a maximum of 90-days at her current hourly rate, effective 2/1/26 for transition and training purposes. Seconded by Deb Searle; carried.
3. To approve the personnel review of Part Time Library Clerk, Mary Sheeran, granting her budgeted salary increase effective 2/1/26. Seconded by Kayla Andrews; carried.
4. To grant the request of Part Time Account Clerk, Jennifer El-Rifai, to reduce her schedule to only Tuesday evening. Seconded by Deb Searle; carried.

The next meeting of the Board of Trustees will be Tuesday, February 24, 2026 at 7 PM.

Meeting adjourned 8:48 PM.

:sjn
1/21/26

GREENWOOD LAKE PUBLIC LIBRARY
BOARD OF TRUSTEE
MEETING MINUTES

February 24, 2026

Trustees Present	**Staff Present**
Nancy Clifford, Pres.	Sandra Newman, Treasurer
Patricia Nolan, Finance Officer	
Deborah Searle, Secretary	
Kayla Andrews	

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 ***motion***s:

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 ***motion***s:

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

GREENWOOD LAKE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES

March 24, 2026

Trustees Present	**Staff Present**
Nancy Clifford, President	Sandra Newman, Treasurer
Vicky Sarine, V.P.	
Pat Nolan, Finance Officer	**Guests**
Deb Searle, Secretary	Lisa Milano
Kayla Andrews	

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

GREENWOOD LAKE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
April 23, 2026

Trustees Present	**Staff Present**
Nancy Clifford, Pres.	Aimee Morrow, Acting Supervisor
Vicky Sarine, V.P.	Sandra Newman, Treasurer
Pat Nolan, Finance Officer	Chris Ortiz, Property. Super.
Deb Searle, Secretary	
Kayla Andrews	

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 3rd 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 oversite 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 1st. 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

GREENWOOD LAKE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES

May 21, 2026

Trustees Present	**Staff Present**
Nancy Clifford, Pres.	Aimee Morrow (acting Library Manager)
Vicky Sarine, V.P.	Sandra Newman, Treasurer
Deb Searle, Secretary	
Pat Nolan, Finance Officer	**Guest**
Kayla Andrews	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