Greenwood Lake Public Library
Board of Trustees
Meeting Minutes

November 17, 2026 (Draft)

Trustees Present
Vicky Sarine, Pres.
Deb Searle, V.P.
Lisa Milano, Secretary
Nancy Clifford

Staff Present
Aimee Morrow, Director
Sandy Newman, Treasurer

Vicky Sarine opened the meeting at 7:11 PM in the Library's program room. Pat Nolan's absence was excused.

Previous Minutes
Lisa Milano made a ***motion*** to approve the October, 2026 meeting minutes as presented. Seconded by Deb Searle; carried.

Director's Report
Report Attached.

The Board entered ***executive session*** to discuss the annual personnel review of the Treasurer, one full time Library Assistant and one full time Library Clerk, as well as the probationary status of one part time Library Clerk. Regular session resumed at 8:15 PM.

Human Resource Committee
Deb Searle made the following ***motions***:

1. To grant permanent status to part time Library Clerk, Christopher Ortiz, effective 1/18/27. Seconded by Nancy Clifford; carried.
2. To accept the personnel review of Library Treasurer, Sandra Newman, granting her budgeted increase, effective 1/7/27. Seconded by Lisa Milano; carried.
3. To accept the personnel review of full time Library Assistant, Christopher Wheeling, granting his budgeted increase, effective 1/1/27. Seconded by Nancy Clifford; carried.
4. To accept the personnel review of full time Library Clerk, Brenda Downs, with a 90-day probationary period to reassess performance and proposed wage increase. Seconded by Lisa Milano; carried.

By-Laws Committee
Vicky Sarine presented the proposed amendments to the Disaster Plan, Policies Manual and Personnel Manual. Deb Searle made the following ***motions***:

1. To accept the amendments to the Disaster Plan as presented. Seconded by Nancy Clifford; carried.
2. To accept the amendments to the Policy Manual: sections I, IV, V, VI, VII, VIII, IX and XI. Seconded by Lisa Milano; carried.
3. To accept the amendments to the Personnel Policies. Seconded by Lisa Milano; carried.

Audit & Finance Committee

Deb Searle made the following ***motions***:

1. To accept the October 2026 financial statements as presented. Seconded by Lisa Milano; carried.
2. To accept the Internal Claims Auditor Reports for 10/29/26 and 11/12/26. Seconded by Nancy Clifford; carried.
3. To transfer $50,000 from the Webster Investment Account to the Webster Payroll Account. Seconded by Lisa Milano; carried.
4. To increase the Adult Program Budget by $344 to reflect restricted revenue. Seconded by Nancy Clifford; carried.
5. To increase the Children's Program Budged by $634.96 to reflect Bullet Aid spending. Seconded by Lisa Milano; carried.

Children's Reading Garden

The commitee will meet on Tuesday, January 12, 2027 at 11 AM in the library.

New Business

- Lisa Milano will be at the Saturday's Farmer's Market to solicit volunteers for a new Friends of the Library group, which she is actively getting re-organized.

- The Board agreed to change the donation coupon in our next newsletter to target the Family Fun Pass Program.

The next meeting will be the Annual Board and Staff Meeting, to be held on Monday, December 14, 2026 at 5:30 PM at Emerald Point Lakeside.

The next business meeting of the Board will be Tuesday, January 19, 2027 at 7:00 PM in the library.

Meeting adjourned at 9:00 PM.

:sjn
11/18/26