Greenwood Lake Public Library
Board of Trustee
Meeting Minutes

October 20, 2026

Trustees Present
Vicky Sarine, President
Deb Searle, V.P.
Pat Nolan, Finance Officer
Lisa Milano, Secretary
Nancy Clifford

Staff Present
Aimee Morrow, Director
Sandra Newman, Treasurer

Vicky Sarine opened the meeting at 7:06 PM in the library program room.

Previous Minutes
Lisa Milano made a ***motion*** to accept the September, 2026 minutes as presented. Seconded by Pat Nolan; Carried.

Director's Report
Report attached. Additional items include:

1. Deb Searle made a ***motion*** to issue a Letter of Engagement to Paul Taubman of Digital Maestro, who has volunteered his services to improve, maintain and host our website. Seconded by Pat Nolan; carried.
2. Nancy Clifford made a ***motion*** to approve the 2027 Holiday and early closing schedule. Seconded by Pat Nolan; carried.
3. Nancy Clifford made a ***motion*** to accept the RCLS 2027 Operating Budget. Seconded by Pat Nolan; carried.
4. Deb Searle made a ***motion*** that the Greenwood Lake Public Library Board of Trustees resolves to fully support the Library in joining the Sustainable Libraries Initiative Certification Program, with the goal of becoming a certified sustainable library. Seconded by Nancy Clifford; carried.

The Board entered ***executive session*** at 8:14 PM to discuss two personnel reviews, follow up on one employee incident report and review a new patron incident report. Regular session resumed at 8:54 PM.

Human Resource Committee
Pat Nolan made the following ***motions***, which were seconded by Deb Searle and carried:

1. To accept the annual personnel review of part-time library clerk, Patricia Donovan, granting her budgeted salary increase, effective 11/16/26 and with the added notation that this review was based on an abbreviated work year due to disability leave.
2. To accept the annual personnel review of Property Superintendent/part-time library clerk, Christopher Ortiz, granting his budgeted salary increase(s), effective 11/20/26.
3. To switch to the MVP Gold 14 EPO plan upon renewal, and renew our Oxford Benefit Dental/Vision/Life plan as it stands.

By-Laws Committee

1. Pat Nolan made a ***motion*** to accept Direct Access Policy for inclusion in the Policies Manual. Seconded by Deb Searle; carried.
2. Pat Nolan made a ***motion*** to accept the amendments to the Emergency Procedures Manual. Seconded by Nancy Clifford; carried.

The By-Laws Committee will meet on Tuesday, November 3rd at 6PM in the library to review all Minimum Standards requirements.

Legislative/Grant Committee

Report attached.

Audit & Finance Committee

Pat Nolan made the following ***motions***:

1. To accept the September, 2026 financial statements as presented. Seconded by Nancy Clifford; carried.
2. To accept the Internal Claims Auditor reports for 9/16/26, 10/2/26 and 10/15/26. Seconded by Deb Searle; carried.
3. To transfer $600 from Maintenance Contract Expense to Insurance Expense. Seconded by Lisa Milano; carried.
4. To increase the Digitization Expense budget by $200.00 to reflect restricted donations received to date. Seconded by Lisa Milano; carried.
5. To transfer $100,000 from the Webster Investment Account to the Webster Payroll Account. Seconded by Lisa Milano; carried.

The next meeting of the Board of Trustees will be Tuesday, November 17, 2026 at 7:00 PM in the library.

Meeting adjourned at 9:15 PM.

:sjn
10/21/26