

Board of Trustees Meeting of the  
Valley Cottage Library  
Wednesday, February 18, 2026

**MINUTES**

Present: Frank Dwyer, President  
Marge McLoughlin, Vice President  
Mary Fiore, Secretary  
Arlette Mooney, Treasurer  
Melissa Roy  
Jemar Ward

Excused: Michael Mark

Also attending: Christy Blanchette, Director  
Ashley Maraffino, Assistant Director

Public attending : Carida Ridoré

1. **Call to Order** – Meeting was called to order at 7:30 p.m.
2. **Public Comments** – No Comments from the public attending.
3. **Approval of Minutes of January 21, 2026 Board Meeting**

**Moved by Marge McLoughlin and seconded by Arlette Mooney the following resolution:**

**RESOLVED**, to accept the Minutes of the January 21, 2026 library Board of Trustees Meeting.

Motion passes 6-0.

4. **President's Report** – Frank Dwyer reports no new updates.
5. **Director's Report** – On file for review.

Christy Blanchette additionally reports:

- The budget has passed and thanks the Trustees for their support.

- Due to recent snow and ice storms, there were 5 leaks that were handled. The ceiling is not in danger of collapse, mainly cosmetic damage, paint will fix.

**6. Treasurer's Report** – Arlette Mooney reports all finances are in order. There were no extraordinary expenses over the past month, and the budget is on track. The Library is still awaiting the percentage of tax returns to come in, likely April or May.

**Moved by Jemar Ward and seconded by Marge McLoughlin the following resolution:**

**RESOLVED**, that the Board of Trustees of the Valley Cottage Library accepts the Treasurer's Report dated January 31, 2026.  
Motion passes 6-0.

## **7. Board Reports and New Business**

- **2025 Annual Report to the Community presented for Approval-**  
Trustees concur that the report was Very well done, great infographics, and compliment the piece, noting it as a great marketing document. Christy Blanchette briefly explained that the website is being redesigned as well as updating the logo, with updates to come at future meetings.

**Moved by Arlette Mooney and seconded by Melisa Roy the following resolution:**

**RESOLVED**, that the Board of Trustees of the Valley Cottage Library approves the 2025 Annual Report to the Community as presented on February 18, 2026.  
Motion passes 6-0.

- **Retirement Matching Contribution increase resolution** –  
Jemar Ward reports that currently the Library offers up to a 7% match into employees' TIAA plan, with the first 6% distributed directly into employee payroll, and the balance is distributed bi-annually as a retirement bonus, which employees can decide to self-fund into their retirement or keep as a taxable bonus. The Committee proposed that the Library increase the match to 8% it would increase the library budget by \$12,100.39 annually. Full-time staff and staff who work more than 18 hours per week are eligible. 18 employees are eligible, 14 are participating. Discussion ensued about how employees are enrolled, to encourage full participation, such as auto-enrollment.

Whereas the Trustees of the Valley Cottage Library are committed to ensuring that the employees are provided with the means of obtaining fiscal sustainability by providing a living wage with corresponding benefits;

And whereas it is incumbent on the Trustees to review the current matching contribution rate made to the staff retirement plans;

A motion to resolve that the current 7% employer matching contribution rate, in which the first 6% are payable directly into the retirement plan and the remainder distributed bi-annually as a retirement bonus be increased to a total of 8% effective as soon as administratively possible. This rate is to be reviewed on an annual basis.

**Moved by Jemar Ward and seconded by Marge McLoughlin the following resolution:**

**RESOLVED;** that the current 7% employer matching contribution rate, in which the first 6% are payable directly into the retirement plan and the remainder distributed bi-annually as a retirement bonus be increased to a total of 8% effective as soon as administratively possible. This rate is to be reviewed on an annual basis.

Motion passes 6-0.

- **Credit Card Use policy**

At the sole discretion of the Library Director, credit cards may be provided to Library employees holding certain positions. Spending limits are determined by the Director. Cards may be used only by authorized employees of the Library, and solely for goods and services for official Library business. Employees must use card in agreement with all Library policies, including this policy, which is on file. In addition to agreeing to the Credit Card Use policy, employees must sign an agreement.

**Moved by Arlette Mooney and seconded by Mary Fiore the following resolution:**

**RESOLVED;** that the Board of Trustees of the Valley Cottage Library approves the Library's Credit Card Use policy as presented on February 18, 2026.

Motion passes 6-0.

- **NYS Construction Aid requests discussion –**

Frank Dwyer proposes that the Building and Grounds Committee convenes to determine what the Library needs and create a list of prospective projects to be considered for the upcoming eligible grant period. Items such as upgraded lighting, updated kitchen, repairs due to any ice damage from the winter, can be reviewed to help create a plan. Building and Grounds Committee will also convene to review the Disaster Plan/Continuity of Operations Plan before the January 2027 deadline. Items such as how to keep programs, payroll, etc. going if there are major disruptions, also known as a Disaster Preparedness Policy. Discussion ensues: Jemar Ward states that Disaster and Business Continuity might be two unique, different policies. Committee agrees to start working on policy (Marge McLoughlin, Mary Fiore Michael Mark.)

## **8. Old Business**

**Public Comments policy** – Frank Dwyer reports that Michael Mark, Arlette Mooney, and Melissa Roy comprise the committee and suggest they can convene by email and present at the March meeting.

**9. Statistics** – Report on file for review.

## **10. Adjournment**

Moved by Jemar Ward and seconded by Marge McLoughlin to adjourn the meeting.

Motion passes 6-0.

Meeting adjourned at 8:13 p.m.

Respectfully submitted,  
Mary Fiore, Secretary

Next Board meeting is Wednesday, March 18, 2026 at 7:30 p.m.