



Board of Trustees Meeting of the
Valley Cottage Library
Wednesday April 15, 2026

MINUTES

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

Excused: Melissa Roy

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

Public Attending: Caroline Meyers

1. **Call to Order** – The meeting was called to order at 7:30 p.m.
2. **Public Comments** – No comments from the public attending.
3. **Approval of the Minutes of March 18, 2026, Board Meeting -**

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

RESOLVED, to accept the Minutes of the March 18, 2026, Valley Cottage Library Board of Trustees Meeting.

Motion passes 6-0.

4. **President's Report** – Frank Dwyer reports no new updates.
5. **Directors Report** – Christy Blanchette reports that in addition to her written report:
 - a. New generator has an updated install date of an additional 31 weeks
 - b. Library closes on 4/28 for O&R to do prep work

Christy and Tom will be in ensuring building safety and running smoothly.

- c. New intern starts in May, paid by NYS, agency Another Step, accompanied by a job coach.

6. **Treasurer's Report-** Arlette Mooney reports that March budget reflected some expected and anticipated expenses:

Arlette Mooney reports that March budget reflected excess storm expenses, i.e. number of snow and ice removals exceeded our vendor contract so there were more expenses there. Additionally, there were some expenses attributed to Orange and Rockland. These resulted in larger than anticipated expenses on the Building and Maintenance budget line. Payroll expenses were a bit larger in March due to an extra pay period in the month of March. Arlette reports that despite these expenses, the financial outlook is solid.

Moved by Jemar Ward and seconded by Michael Mark the following resolution:

RESOLVED, that the Board of Trustees of the Valley Cottage Library accepts the Treasurer's Report dated April 15, 2026.
Motion passes 6-0.

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

a. **Disaster Plan review and approval-**

Plan must be Board-approved due to updated NYS Minimum Standards. Building Committee reviewed the Situation and Disaster Response Manual in March and recommended its approval as the Valley Cottage Library Disaster Plan. The Library Director or the Designated Person-in-Charge as determined by the Chain of Command is authorized to implement the procedures outlined in the Disaster and Situation Manual as is appropriate to the situation and circumstances. The Board of Trustees shall review the outlined procedures annually.

Moved by Michael Mark and seconded by Arlette Mooney the following resolution:

RESOLVED, that the Valley Cottage Library Board of Trustees has accepted the Valley Cottage Library Disaster Plan as presented on April 15, 2026.
Motion passes 6-0.

b. **Annual Report for Public and Association Libraries-**

The Library Director reported that the Annual Report was completed as a team effort by Library staff Christy, Ashley, and Tara.

Moved by Jemar Ward and seconded by Michael Mark the following resolution:

RESOLVED, that the Valley Cottage Library Trustees have approved the Valley Cottage Library's Annual Report for Public Association Libraries.
Motion passes 6-0.

c. Gutter Heater Proposal Review –

In response to two impassable ice sections of the sidewalks and paths, after gutter run off this winter which caused dangerous walking conditions (impassable), and water damage and leaks in the building (5 locations) as the ice melted, quotes were sought for gutter heaters to prevent this type of damage in the future.

Multiple quotes were collected. Lightning Electric and Academic Gutter Systems provided quotes. Christy Blanchette will wait for the second bidder to provide additional details for the bid. Jema Ward asked if we needed a third bid, but the Director noted she was within the procurement policy. Upon receiving the additional details, the Director will present the gutter heater Proposals to the Board of Trustees at a future meeting.

8. Old Business-

a. Public Comments Policy-

Michael Mark, Melissa Roy and Arlette Mooney are working on this policy. Committee will let Christy know the draft is ready for attorney to review.

9. Statistics Report – On file for review.

10. Adjournment - Frank Dwyer asked for a motion to adjourn the meeting

Moved by Jemar Ward and seconded by Michael Mark the following resolution:

RESOVLED, that the April 15, 2026, Board of Trustees Meeting of the Valley Cottage Library be adjourned.
Motion passes 6-0.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,
Mary Fiore, Secretary

The next meeting of the Board of Trustees will be held on Wednesday, May 20, 2026.

Approved 5/20/2026