

Valley Cottage Library

110 Route 303, Valley Cottage, New York 10989 • 845.268.7700 • www.valleycottagelibrary.org



Board of Trustees Meeting of the Valley Cottage Library Wednesday, November 20, 2024

MINUTES

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

Christy Blanchette, Director
Ashley Maraffino, Assistant Director

Excused: Melissa Roy

Public attending: Carida Ridoré

1. **Call to Order** – Meeting called to order at 7:30 p.m. by Frank Dwyer, President
2. **Public Comments** – None
3. **Approval of October 16, 2024 Meeting Minutes** –

Moved by Michael Mark, and seconded by Marge McLoughlin to accept the Minutes of the October 16, 2024 VCL Board Meeting.

Motion passed 5-0.

4. **President's Report** –

Frank reminds the Trustees to complete Trustee training before the end of the calendar year.

Christy reminds the Trustees that they can participate in “passive” training, watching videos, and other trainings through a platform. Christy can provide the password to any Trustees that wish to take part in trainings in that way.

5. **Director's Report** – On file for review.

Approved 12/18/2024

Christy shared the following additional remarks:

- New desk is installed. New lights will be installed this week.
- Internet furniture, which the board approved a few meetings ago, have been laid out by the architect and adjustments will be made to create furniture that will be best fit in the space within the budget.
- 1,700+ voters were here at the Library on Election Day.

6. **Treasurer's Report –**

Treasurer's reports of September and October are on file and reviewed in Trustee packets. Michael Mark reports that all is in order.

Moved by Marge McLoughlin and seconded by Arlette Mooney to accept the Treasurer's reports of September and October 2024.

Motion passed 5-0.

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

a. **Personnel Report –**

Analisa Caso, a full-time exempt employee, was hired as an Adult Services Librarian. It was RESOLVED that on the recommendation of the Trustees of the Valley Cottage Library, the appointment of Analisa Caso was effective November 11, 2024.

Moved by Arlette Mooney, seconded by Mary Fiore to recognize the appointment of Analisa Caso as an Adult Services Librarian, a full-time exempt employee.

Motion passed 5-0.

b. **Bylaws Committee -**

Association Bylaws

First resolution: Therefore, Be It Resolved that the Board of Trustees of the Valley Cottage Library approves the proposed Bylaws amendment to add new section reading 'No trustee may be employed by the library in any capacity, and no trustee may receive compensation for their service as a trustee.' To Association Bylaws, Article III, Trustees, and recommends that it be placed on the next Association meeting agenda for review and vote.

Second resolution: Whereas, the Association of the Valley Cottage Library has approved the Resolution to add to Association Bylaws, Article III, Trustees a new section, now therefore be it Resolved that the new section shall be numbered 2a. The current section 2a shall be renumbered 3, and the current section 3 shall be renumbered 4.

Moved by Marge McLoughlin, and seconded by Michael Mark to accept the proposed changes in the Association Bylaws language to sections 2a, 3, and 4 regarding VCL Trustees.

Motion passed 6-0.

Additional discussion ensued about addressing ways in which the public comments are recognized in the meeting/minutes. Nanuet Library's example was shared for consideration: A general statement both before and after the meeting helps in managing expectations of public comments and conversation. Discussion ensued noting a possibility for an update to Valley Cottage Library Policies. Bylaws Committee will meet to review and make a recommendation to the full board.

c. Confidentiality Policy

Christy Blanchette presents updated language suggestions for Confidentiality Policy, which aligns with Records Policy. Trustees are recommending language that reflects that instead of solely the Director, there is also a designee.

Moved by Marge McLoughlin and seconded by Arlette Mooney to amend the language of the Confidentiality Policy as amended.

Motion passed 6-0.

d. Building Committee

Teen Space construction RFP status update: construction estimates delivered to architect, and RFP will be sent out to builders 12/12/2024, with a return deadline to the library by 1/15/2025. Building Committee will meet on 12/3/2024 at 6:00 p.m. to review the RFP before it goes out for bid to builders. The Building Committee will also review quotes for an industrial generator at that time as a future project for the NYS Construction grant.

e. RCLS Budget Acceptance Vote

The overall published budget doesn't reflect the amendments of 10/16/2024 letter from RCLS recognizing the reduction of the service fee to \$2,941.

Recommended that the 2025 Budget Ballot is accepted with a note stating "with amendments from October 16, 2024 letter stating adjustments."

Moved by Arlette Mooney and seconded by Michael Mark to accept the RCLS Budget with a note recognizing the October 16, 2024 adjustment letter.

Motion passed 6-0.

f. Tax Cap Override Resolution

WHEREAS, the adoption of the 2026 budget for the Valley Cottage Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011;

and WHEREAS, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members;

now therefore be it RESOLVED, that the Board of Trustees of the Valley Cottage Library voted and approved to exceed the tax levy limit for 2026 by at least sixty percent of the board of trustees as required by state law on November 20, 2024.

Moved by Michael Mark and seconded by Arlette Mooney to accept the Resolution Language for a Tax Cap Override upon the adoption of the 2026 VCL budget.

Motion passed 6-0.

g. 2025 Holiday Calendar review

Recommended that Dr. Martin Luther King Jr. Day and Presidents Day will be recognized as closed holidays.

Moved by Arlette Moone and seconded by Marge McLoughlin to close the VCL on Dr. Martin Luther King Jr. Day and President's Day.

Motion passed 6-0.

8. Old Business – None

9. Statistics – Reviewed

10. Adjournment

Moved by Michael Mark and seconded by Arlette Mooney to Adjourn.

Motion passed 6-0.

Meeting adjourned at 8:53 p.m.

Respectfully submitted by:
Mary Fiore, Trustee