



# VALLEY COTTAGE LIBRARY

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## Board of Trustees Meeting

Valley Cottage Library

Wednesday, March 20, 2024

### MINUTES

#### Present:

Frank Dwyer, President

Marge McLoughlin, Vice President

Michael Mark, Treasurer

Mary Fiore, Trustee

Arlette Mooney, Trustee

#### Absent:

Melissa L. Roy, Secretary – excused

Herb Lerner, Trustee – excused

#### Also attending:

Christy Blanchette, Director

Ashley Maraffino, Assistant Director

#### Public attending:

Caroline Meyers

Carida Ridoré

1. **Call to order** – Meeting was called to order at 7:30pm by Frank Dwyer.

2. **Public Comments** –

Caroline Meyers complimented the VC Library for the excellence of this month's newsletter, and that it was noted that the Library staff really responded to some of the suggestions in the strategic plan and mission updates. Arlette Mooney and Marge McLoughlin concur on its creativity.

3. **Approval of February 2024 Board Minutes** –

Frank calls for minutes of February meeting to reflect that Herb Lerner plans to mail his resignation (strike the word "immediately"). Frank calls for a motion to accept February minutes.

Approved May 15, 2024

**Moved by Michael Mark and seconded by Marge McLoughlin the following resolution:**  
**RESOLVED**, to accept the Minutes of the February 21, 2024 Valley Cottage Library Board Meeting as amended.  
Motion passes 5-0.

Frank calls for motion to accept minutes of March 4 special meeting.

**Moved by Michael Mark and seconded by Arlette Mooney the following resolution:**  
**RESOLVED** to accept the minutes of the special March 4, 2024 Board Meeting.  
Motion passes 5-0.

**4. President's report –**

- Frank recognized with condolences Christy Blanchette's recent family loss and commended Ashley Maraffino for managing the library's daily affairs.
- Christy thanked the Board for their support, and the contribution made in memory of her mother-in-law.
- Frank reminds all to use the Outlook account for Library business. Christy will work with the Trustees that haven't yet logged in if they need assistance.
- Frank reminds the Trustees to continue training classes, 2 hours per year are required. Marge stated the media focused training class was interesting, she wishes there was more follow up.

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

- Christy stated a Trustee training on 4/11 Zoom on budgeting coming up, encourages Trustees to register, through RCLS.
- Installation team for end panels coming March 21, 2024. The slat walls inserts are not inserting. This has been an ongoing problem the vendor has been trying to resolve since the fall. If this issue is not resolved, new end panels will need to be provided by the vendor.
- Christy scheduled with Tim Englert to install the Knickerbocker bench March 21, 2024, in honor of Richard Steven Berman. The donor has indicated her preference for the commemorative plaque, which Christy will send to a vendor to fabricate. o Christy reports the auditors will attend the May board meeting.
- Christy reports that Steve Binder, who worked with the engineers and the parking lot contractor during original parking lot work in 2011 was going to connect with the engineer to discuss possible erosion of the bioswales in the parking lot. Christy states that the engineer usually comes in May annually to check and inspect the parking lot. The concern is that the winter snow plows pushing the snow into cobblestone may have shifted some of the structure. They will review and reassess during the May engineer's visit. If the stormwater system is compromised, it may require a dig up and fix. Christy will report the status after the engineer visit.
- Christy reminds all that eclipse glasses available at the front desk of the Library.

**6. Treasurer's Report –**

Michael Mark reports that the library is waiting for some of the tax funds to be received; we have received 90 percent. The expenses are in line with what is traditionally expected. The increased transfers reflect the director's recommendation to increase payroll transfer. The finance committee is in process of approving bills and reviewing invoices – particularly the invoice for the reference desk.

Marge inquired about the money market increase – Christy reports they have done so in December 2023.

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

**RESOLVED** that the Board of Trustees of the Valley Cottage Library accepts the Treasurer's Report and approves attached vouchers.

Motion passes 5-0.

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

### **Building Committee Report –**

Christy reports that the committee didn't meet, but that she reached out to Michael Esmay that the next steps of mechanical engineer will be consulted to take plans to next step.

Desk fabricator took more measurements and Christy will be in process of securing contractors. Deposit has been made, and 8-12 weeks is timeframe.

### **NYS Annual Report – On file for review**

Frank asks for any questions or corrections to the report. Christy thanks Ashley and Tara for their help in processing the report. Michael Mark suggests amended to "Valley Cottage Library."

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

**RESOLVED** to accept the NYS Annual report.

Motion passes 5-0.

### **Annual Report to the Community – On file for review**

Michael Mark stated it was a great document. Christy states that in 2021 this report must be approved to go to the community. Christy worked to make it more marketing focused.

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

**RESOLVED** to accept the Annual Report to the Community.

Motion passes 5-0.

### **Rules of conduct policy review –**

Discussion ensues about some of language in the policy, updating some of the language and procedures to reflect current times and safety suggestions: i.e. Bag inspections; Service animals, Therapy animals.

Marge inquires if VC Library takes part in Reading Education Assistance Dog. READ program. Christy is not opposed to having the program but hasn't done it yet.

Arlette notes the phrase “failure to comply” should be moved in the sentence structure, and to spell out Valley Cottage Library in cases where it is noted as VCL.

Marge inquires about difficult patrons asked to leave if they say no, what is chain of action? Christy explains that it gets elevated to next staff member in charge, to the point that if police need to be involved, the police will help enforce the library’s rules.

Frank asks for motion to accept the updated Rules of Conduct policy, with amendments.

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

**RESOLVED** to accept the updated Rules of Conduct Policy. Motion passes 5-0.

#### **Trustee resignation –**

Frank read a letter dated February 3, 2024 from Trustee Herbert Lerner, who has tendered his resignation after over 50 years of service.

Marge read the definition of Emeritus – a seat at the table but a non-voting member. A board discussion follows.

**MOVED by Marge McLoughlin and seconded by Arlette Mooney to accept the resignation of Herb Lerner and to grant him the title of Trustee Emeritus of the Board of Trustees.**

**Motion passes 5-0.**

Frank reported that an announcement will be made to the community seeking to fill this Board vacancy.

Arlette, Melissa, and Michael have been appointed to be an ad hoc committee to interview potential Board members.

Christy will post in the library, on the website and social media for interested applicants to fill the vacancy. Applications will be due April 16th. Christy will also reach out to the most recent round of applicants as a courtesy to see if they are interested.

Arlette suggests that Herb is now a Trustee Emeritus and can attend Trustee meetings in an official capacity when he feels well enough.

Mary Fiore will create a certificate to acknowledge Herb’s contributions.

#### **7. New Business -**

Michael Mark suggests Christy reach out to the School District to confirm they have decided to NOT change the voting locations for this spring's elections and votes, so will not need the Valley Cottage Library for May 21<sup>st</sup> this year.

**8. Old Business -**

Frank poses the question if the Trustees should hold a June 2024 Trustees meeting. Group discussion ensues that decision will be made at May Trustees meeting.

**9. Workshop Items – None**

**10. Statistics – on File for review**

**11. Adjournment –**

Frank motions to adjourn: at 8:21 p.m.

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

**RESOLVED** to adjourn the meeting.

Motion passes 5-0.

The next Board of Trustees meeting will take place on Wednesday, April 17, 2024 at 7:30 p.m.

Minutes respectfully submitted by Mary Fiore  
March 20, 2024