

# VALLEY COTTAGE LIBRARY

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Board of Trustees Meeting of the  
Valley Cottage Library  
Wednesday, October 18, 2023

## MINUTES

Present: Arlette Mooney, President  
Michael Mark, Treasurer  
Melissa L. Roy, Secretary  
Mary Fiore, Trustee  
Marge McLoughlin, Trustee

Absent: Frank Dwyer, Vice President – excused  
Herb Lerner, Trustee – excused

Also attending: Christy Blanchette, Director

Public attending: Caroline Meyers

**1. Call to order** – Meeting called to order at 7:32pm by Arlette Mooney, President.

**2. Public Comments** – None

**3. Approval of September 21, 2023 Minutes**

**Moved by Marge McLoughlin and seconded by Melissa Roy the following resolution:**  
**RESOLVED**, to accept the Minutes of the September 21, 2023 library Board Meeting.  
Motion passes 5-0.

**4. President's Report** –

Arlette asked that each trustee contribute \$25 to replenish the Sunshine Fund.

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

Christy reported as follows:

- The library received the funds from the construction aid.
- The dedication of the Shirley Thormann Glass Room is scheduled for late October 2023.

Approved November 15, 2023

## 6. Treasurer's Report

**Moved by Mary Fiore 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 September 30, 2023, and approves the attached vouchers.  
Motion passes 5-0.

## 7. Board Reports and New Business

### Strategic Plan Committee –

Christy reported that the strategic planning consultants delivered a draft, 3-year plan for her review. Once she reviews it, she will share it with the committee.

### Building Committee –

Christy reported that she sent additional information regarding the reference desk and teen room renovations to the architect, Michael Esmay. She noted that she requested a breakaway section for the reference desk in response to a staff concern about safety.

### RCLS Budget approval –

**Moved by Marge McLoughlin and seconded by Michael Mark the following resolution:**  
**RESOLVED**, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the proposed Ramapo Catskill Library System (RCLS) 2024 budget.  
Motion passes 5-0.

### Holiday Decoration policy revision -

**Moved by Mary Fiore and seconded by Michael Mark the following resolution:**  
**RESOLVED**, that, on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approved the Holiday Decoration Policy as amended.  
Motion passes 5-0.

### VCL Holiday Calendar –

**Moved by Marge McLoughlin and seconded by Mary Fiore the following resolution:**  
**RESOLVED**, that, on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the following changes to section 4.1 of the Employee Handbook: the removal of Juneteenth from the list of eligible floating holidays and the addition of Juneteenth to the list of permanent holidays (days the library is closed).  
Motion passes 5-0.

### 2024 Personnel Budget –

#### **Adjourn to Executive Session**

**At 8:27pm, Michael Mark moved, and Marge McLoughlin seconded adjournment to Executive Session to discuss the 2024 Personnel Budget.**

Motion passes 5-0.

#### **Re-convene to Public Session**

**At 8:45pm, Mary Fiore moved, and Michael Mark seconded to re-convene to Public Session.**

Motion passes 5-0.

**Moved by Mary Fiore and seconded by Michael Mark the following resolution:**

Approved November 15, 2023

**RESOLVED**, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library accepts the proposed 2024 Personnel Budget.  
Motion passes 5-0.

**Moved by Michael Mark and seconded by Marge McLoughlin the following resolution:**

**RESOLVED**, that the Board of Trustees of the Valley Cottage Library authorizes the 2024 salary for the Library Director of \$150,000.  
Motion passes 5-0.

2025 Operating Budget –

**Moved by Marge McLoughlin and seconded by Michael Mark the following resolution:**

**RESOLVED**, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library accepts the proposed 2025 Operating Budget.  
Motion passes 5-0.

**8. Old Business – None**

**9. Workshop Items –**

Statistics – reviewed

**10. Adjournment**

**Moved by Michael Mark and seconded by Mary Fiore**

To adjourn the meeting.

Motion passes: 5-0.

Meeting adjourned at 9:20pm.

Respectfully submitted,  
Melissa L. Roy, Secretary

Approved November 15, 2023