

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, October 16, 2024

Minutes

Present: Frank Dwyer, President
Marge McLoughlin, Vice President
Mary Fiore, Trustee
Arlette Mooney, Trustee
Jemar Ward, Trustee – arrived 7:45pm

Christy Blanchette, Director
Ashley Maraffino, Assistant Director

Excused: Melissa L. Roy, Secretary
Michael Mark, Treasurer

Public attending: Carida Ridoré
Caroline Meyers

1. **Call to order** – Meeting called to order at 7:30pm by Frank Dwyer, President.
2. **Public Comments** -- None
3. **Approval of September 18, 2024 Meeting minutes** --

Moved by Marge McLoughlin and seconded by Mary Fiori
To accept the Minutes of the September 18, 2024 library Board Meeting.
Motion passed 4-0

4. **President's Report** –

Frank commented as follows:

- He advised that he and Christy received a letter dated October 16, 2024, from Stephen Hoefer, Chief Financial Officer, RCLS, that the RCLS Board of Trustees agreed that the 2025 RCLS Service Fee for the Valley Cottage Library was overstated; and thus was being reduced by \$515 bringing the library's total fee down to \$2,941.
- He reminded trustees of the need to complete their annual training requirements by year's end.
- Frank also indicated that Arlette Mooney's term as trustee would end

December 31, 2024. Arlette indicted that she intends to run again for a new term as trustee.

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

Christy shared the following additional remarks:

- She congratulated Carida Ridoré for spearheading the successful BIPOC joint Valley Cottage Library-Nyack Library community business event.
- This year's two interns in the *For Future Reference* program will complete the program and graduate in December.
- The Valley Cottage Library's official note card stationery is out of stock and showed an outdated sketch of the library. Bill Batson, a Nyack resident and artist, will design a new updated sketch of the library for new note cards and will also feature the new design in his *Sketch Logbook*.
- RCLS advised that as a result of the Construction Aid Grant she completed in August the library has been approved for a 48 percent grant in the amount of \$109,068 toward the construction of the new Teen Room and Quiet Study/Zoom Area. Final approval of the grant is subject to DASNY review and approval.

6. Treasurer's Report –

Due to the absence of the Treasurer there was no report. However, Frank mentioned that the library had received \$705,053 as the first installment of the tax revenue expected for the library's 2025 Operating Budget.

7. Board Reports & New Business

- Personnel Report – None
- Customer Service policy revision –

Moved by Mary Fiore and seconded by Marge McLoughlin the following resolution:

Resolved, that, on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library reviews and accepts the *Valley Cottage Customer Service Policy*, without revision.

Motion passes 5-0

- Building Committee –
 - Teen Space Construction RFP review –
Moved by Jemar Ward and seconded Mary Fiori the following resolution:

Resolved, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library, reviews and approves the Teen Space Construction RFP, as amended.

Motion passes 5-0

- Crawlspace remediation proposal –
Moved by Jemar Ward 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 Crawlspace remediation proposal as presented.

Motion passes 5-0

- Addition to the Agenda – a 2009 generator is approaching its end of life and was the incorrect model for use in a commercial space. Therefore, bids will be sought for a new whole library replacement generator and a grant will be sought to aid in this expense.
- Bylaws Committee –
 - Annual Review of Bylaws – Arlette reported that committee sees no need to make revisions to the Constitution or the By-Laws of the Valley Cottage Free Library Association. The committee is still reviewing the By-Laws of the Board of Trustees and will make recommendations for revision at a future meeting.
- Finance Committee –

- 2026 Operating Budget –
Moved by Marge McLoughlin and seconded by Jemar Ward the following resolution:

Resolved, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library accepts the proposed 2026 Operating Budget.

Motion passes 5-0

- 2025 Personnel Budget –
Adjourn to Executive Session
At 8:56pm, Jemar Ward moved, and Mary Fiore seconded adjournment to Executive Session to discuss the 2025 Personnel Budget.
Motion passes 5-0

Reconvene to Public Session

At 9:40pm, Mary Fiore moved and Arlette Mooney seconded to reconvene to Public Session.

Motion passes 5-0

Moved by Mary Fiore and seconded by Jemar Ward the following resolutions:

Resolved, that on recommendation of the Library Director, the Board of

Trustees of the Valley Cottage Library accepts the proposed 2025 Personnel Budget; and

Further resolved, that the Board of Trustees of the Valley Cottage Library authorizes the 2025 salary for the Library Director of \$157,500.
Motion passes 5-0

8. Old Business –

Christy congratulated Ashley Maraffino on a successful Children's Clothing Swap, 168 people attended the event.

9. Statistics – Reviewed.

10. Adjournment

Moved by Mary Fiore and seconded by Marge McLoughlin
To adjourn the meeting.
Motion passes 5-0

Meeting adjourned at 9:45pm.

Respectfully submitted,
Arlette Mooney, Trustee