

# Valley Cottage Library

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**Board of Trustee Meeting of the  
Valley Cottage Library  
Wednesday September 20, 2023**

## **MINUTES**

Present: Arlette Mooney, President  
Frank Dwyer, Vice President  
Michael Mark, Secretary  
Mary Fiore, Trustee

Board Members Absent *excused*:  
Melissa Roy, Trustee  
Herb Lerner, Trustee  
Marge McLoughlin, Trustee

Also attending: Christy Blanchette, Library Director  
Ashley Maraffino, Library Assistant Director

### **1. Call to order -**

Meeting called to order at 7:36 PM by Arlette Mooney, President.

### **2. Public Comments – None.**

### **3. Approval of July 19<sup>th</sup>, 2023 Minutes**

**Moved by Mary Fiore and seconded by Frank Dwyer**

To accept the Minutes of the July 19<sup>th</sup>, 2023 Library Board Meeting.

Motion passes 4-0:

### **4. President's Report –**

Arlette expressed appreciation to board members for engaging in required board training.

### **5. Director's Report – Reviewed and on file.**

### **6. Treasurer's Report – Reviewed and on file.**

**Arlette Mooney moved and Michael Mark seconded the following:**

**RESOLVED**, The Board of Trustees of the Valley Cottage Library accepts the Treasurer's Report dated 31 August, 2023, and approves the attached vouchers.  
Motion passes 4-0.

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

Board Reports – Michael reported on attending a board training session on Disability Awareness Training. The facilitator was Deborah Worden from Action Toward Independence. It is recommended that the board consider looking at library policies, to be sure they are inclusive of people with disabilities.

### Strategic Plan Committee -

On Monday September 18<sup>th</sup>, the board met with Alan and Leslie Burger from Library Development Solutions, to continue work on developing a Strategic Plan for the Library. There was discussion regarding data from a community survey, as well as from focus groups of library staff, board members, community, parents, and students. Alan and Leslie will move forward to create a draft Strategic Plan for the board and Director to review.

### Building Committee –

Christy and Mary reported on ongoing conversations with designers and our architect, regarding:

- Replacing the Reference Desk, which was damaged in the flood.
- Re-purposing the YA area, to address comments and requests from students who use the library.
- Creation of Zoom Rooms.

### Personnel Report –

**Frank Dwyer moved and Mary Fiore seconded the following:**

**RESOLVED**, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the appointment of Nehemiah Joseph, part-time non-exempt, effective July 19, 2023.  
Motion passes 4-0

### Anti-Sexual Harassment Policy Update –

There was discussion and review of an updated Anti-Discrimination and Anti-Harassment Policy.

**Michael Mark moved and Mary Fiore seconded the following:**

**RESOLVED**, that the Board of Trustees of the Valley Cottage Library accepts and approves the updated Anti-Discrimination and Anti-Harassment Policy.  
Motion passes 4-0

### Indemnification Policy –

Christy reported that she had been in contact with the Library's counsel, who informed her that the Library's Indemnification Policy should be replaced with an addition to the Library's Bylaws. The board reviewed the recommended Bylaws text, in order to recommend the addition to the Bylaws at the next Association meeting.

The board also reviewed the current bylaws, and discussed a resolution for re-ordering and re-numbering the bylaws, should the resolution regarding the new recommended bylaws text be approved at the next Association meeting.

**Mary Fiore moved and Arlette Mooney seconded the following resolutions as a group:**

The first resolution:

**RESOLVED**, that the Board of Trustees of the Valley Cottage Library approves the proposed Bylaws Article, currently entitled "ARTICLE [ ]: Indemnification of Directors and Officers; Insurance," and recommends that it be placed on the next Association meeting agenda for review and vote.

The second resolution:

**WHEREAS**, the Association of the Valley Cottage Library has approved the Resolution to add to its Bylaws an Article, currently entitled "ARTICLE [ ]: Indemnification of Directors and Officers; Insurance" ("the ARTICLE"), now therefore, be it

**RESOLVED**, that the ARTICLE will be numbered "Article IV," the current Bylaws Article IV will be renumbered "Article V," and the current Bylaws Article V will be renumbered "Article VI."

Motion passes 4-0

Landscaping – Contract renewal –

**Mary Fiore moved and Frank Dwyer seconded the following:**

**RESOLVED**, that, upon recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library accepts and approves the contract for landscaping with Luna Landscape, for a period of one year, from December 1<sup>st</sup>, 2023 to November 30<sup>th</sup>, 2024.

Motion passes 4-0

RCLS ILS migration recommendation –

RCLS is recommending that it switch its ILS software vendor. The Integrated Library System (ILS) is the mechanism by which libraries serve patrons throughout the system. RCLS sent documentation of their research into the benefits of such a switch, and ask boards of the system libraries to review the information, and vote on supporting the switch.

Christy provided information on Valley Cottage Library staff consideration of the switch. There was discussion of the matter.

**Frank Dwyer moved and Mary Fiore seconded the following:**

**WHEREAS**, The Valley Cottage Library (the “Library”) and Ramapo Catskill Library System (“RCLS”) are party to an Agreement for Integrated Library System Participation (the “ILS Agreement”) with a five-year term beginning January 1, 2023: and

**WHEREAS**, The Directors’ Association (“DA”) voted to change the current ILS vendor, SirsiDynix, to the new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore,

**BE IT RESOLVED**, that the Library AGREES with DA and votes IN FAVOR of switching Integrated Library System providers from SirsiDynix to ByWater Solutions.  
Motion passes 4-0

**8. Old Business** – None.

**9. Workshop Items** –  
Statistics – Reviewed

**10. Call to Adjourn**  
Moved by Mary Fiore and seconded by Frank Dwyer  
to adjourn the meeting  
Motion passes 4-0

Meeting adjourned at 8:48 PM.  
Respectfully submitted,  
Michael Mark, Trustee