

VALLEY COTTAGE LIBRARY

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Board of Trustees Meeting of the
Valley Cottage Library
Wednesday, November 19, 2025

MINUTES

Present: Frank Dwyer, President
Marge McLoughlin, Vice President
Melissa L. Roy, Secretary
Arlette Mooney, Trustee
Jemar Ward, Trustee

Christy Blanchette, Director

Excused: Michael Mark, Treasurer
Mary Fiore, Trustee

Public present: None

1. Call to order – Meeting called to order at 7:37pm by Frank Dwyer, President.

2. Public Comments – None

3. Approval of Minutes – October 15, 2025 Minutes –

Moved by Marge McLaughlin and seconded by Arlette Mooney the following resolution:

To accept the Minutes of the October 15, 2025 library Board Meeting.
Motion passes 5-0.

4. President's Report – None

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

Christy shared the following highlights:

- The furniture for the renovated teen space arrived and looks fantastic.
- New gutter guards were installed, which will minimize gutter overflow and flooding.
- She received notice that the construction grant may need to be amended.

6. Treasurer's Report –

Moved by Arlette Mooney and seconded by Marge McLaughlin the following resolution:

RESOLVED, that the Board of Trustees of the Valley Cottage Library accepts the Treasurer's Report dated October 31, 2025 as presented by the Director and approves the attached vouchers.

Motion passes 5-0.

7. Board Reports and New Business –

Tax Cap Override Resolution –

Moved by Arlette Mooney and seconded by Jemar Ward the following resolution:

WHEREAS, the adoption of the 2027 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 2027 by at least sixty percent of the board of trustees as required by state law on November 19, 2025.

Motion passes 5-0

2025 Audit Engagement –

Moved by Arlette Mooney 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 and approves the Letter of Engagement from Berard & Associates, Certified Public Accounts, to perform the library's audit for the year ended December 31, 2025.

Motion passes 5-0

Notary Public Service Policy –

Moved by Marge McLaughlin and seconded by Melissa Roy the following resolution:

RESOLVED, that on the recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the Notary Public Service Policy, as amended.

Motion passes 5-0

Employee handbook revision – Section 4.7 Personal and Bereavement Leave –

Moved by Jemar Ward and seconded by Arlette Mooney the following resolution:

RESOLVED, that on the recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the Employee Handbook, as amended.

Motion passes 5-0

8. Old Business –

Public Comments policy –

Frank reported that the Bylaws Committee will continue work on a Public Comments Policy.

9. Statistics – Reviewed

10. Adjournment

Moved by Arlette Mooney and seconded by Jemar Ward.

To adjourn the meeting.

Motion passes: 5-0.

Meeting adjourned at 8:26pm.

Respectfully submitted,
Melissa L. Roy, Secretary