

# VALLEY COTTAGE LIBRARY

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Board of Trustees Meeting of the  
Valley Cottage Library  
Wednesday, December 18, 2024

## MINUTES

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

Christy Blanchette, Director  
Ashley Maraffino, Assistant Director

Excused: Marge McLoughlin, Vice President  
Jemar Ward, Trustee

**1. Call to order** – Meeting called to order at 7:36pm by Frank Dwyer, President.

**2. Public Comments** – None

**3. Approval of November 20, 2024 Minutes** –

**Moved by Michael Mark and seconded by Arlette Mooney**

To accept the Minutes of the November 20, 2024 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:

- A patron donated to the library in memory of Betty Greenberg, a long-term supporter of the library who recently died.
- Ashley reported that the library won a new eco-friendly bench from Trex. To win, the library collected at least 1000 lbs. of recycled plastic over the past year. The bench, which has to be assembled, will be installed at a location to be determined in spring 2025.

## 6. Treasurer's Report –

**Moved by Arlette Mooney and seconded by Melissa Roy the following resolution:**

**RESOLVED**, that the Board of Trustees of the Valley Cottage Library accepts the Treasurer's Reports dated November 30, 2024, and approves the attached vouchers.

Motion passes 5-0.

## 7. Board Reports and New Business –

Bylaws Committee –

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

**RESOLVED**, that the highlighted language in red be added to the Board of Trustees By-Laws, Article I, Powers of the Trustees, Section 1a.:

Section 1a. The President, Vice President, Secretary and Treasurer shall serve a term of one year from the **Board of Trustees meeting** following the Annual Association Meeting at which they are elected and until the conclusion of their respective terms. Tenure of these officers shall be limited to three consecutive full terms of one year each.

Motion passes 5-0.

AI Policy –

**Moved by Arlette Mooney and seconded by Melissa Roy the following resolution:**

**RESOLVED**, that, on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library adopts the *Employee AI Use Policy*.

Motion passes 5-0.

Museum Pass policy retirement; Test proctoring policy retirement; Reference Services Policy retirement –

**Moved by Arlette Mooney 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 retirement of the *Museum Pass Policy*, the *Test Proctoring Policy*, and the *Reference Services Policy*.

Motion passes 5-0.

Building Committee –

Melissa reported that the updated RFP for the renovation of the teen space was received from the architect in late November and reviewed by the Building Committee at its December meeting. The finalized RFP was distributed on December 12, 2024 with a response date of January 15, 2025 to coincide with the January board meeting.

Mary reported that the Building Committee recommends moving forward with the installation of a whole building generator. The current generator, which is currently past its expected lifespan, provides limited coverage in a power outage. The committee recommends that the library seek a construction grant to cover up to half of the costs in summer 2025.

Audit Engagement letter –

**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 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, 2024.  
Motion passes 5-0.

**8. Old Business – None**

**9. Statistics – Reviewed**

**10. Adjournment**

**Moved by Mary Fiore and seconded by Arlette Mooney**

To adjourn the meeting.

Motion passes: 5-0.

Meeting adjourned at 8:42pm.

Respectfully submitted,  
Melissa L. Roy, Secretary