

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, March 15, 2023

MINUTES

Present: Arlette Mooney, President
Frank Dwyer, Vice President
Melissa L. Roy, Secretary
Michael Mark, Treasurer
Herb Lerner, Trustee

Christy Blanchette, Director
Ashley Maraffino, Assistant Director

Absent: Marge McLoughlin, Trustee – excused

Public attending: Caroline Meyers

1. Call to order – Meeting called to order at 7:31pm by Arlette Mooney, President.

2. Public Comments – None

3. Approval of January 18, 2023 Minutes

Moved by Michael Mark and seconded by Herb Lerner

To accept the Minutes of the January 18, 2023 library Board Meeting.

Motion passes 4-0-1. Abstention, Melissa Roy

**Approval of February 15, 2023 Minutes **

Moved by Frank Dwyer and seconded by Herb Lerner

To accept the Minutes of the February 15, 2023 library Board Meeting.

Motion passes 5-0.

4. President's Report –

Arlette commented as follows:

- There has been a lot of activity at the library due to contractors (including electricians, roofers, designers, the architect, etc.), but there has been little impact on library

operations. She thanked Christy, Ashley, and the staff for their contributions to continuation of library services.

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

Christy reported as follows:

- On March 14, 2023, the library received a check for \$100,000 from the insurance company. Although the check is considered an advance, the expenses incurred in connection with the February 5th flood have already exceeded that amount.
- The auditors' visit was rescheduled from March 14, 2023 to March 23, 2023.

6. Treasurer's Report

Moved by Melissa Roy and seconded by Herb Lerner the following resolution:

RESOLVED, that the Board of Trustees of the Valley Cottage Library accepts the Treasurer's Report dated January 31, 2023, and approves the attached vouchers.

Motion passes 5-0.

Moved by Melissa Roy and seconded by Michael Mark the following resolution:

RESOLVED, that the Board of Trustees of the Valley Cottage Library accepts the Treasurer's Report dated February 28, 2023, and approves the attached vouchers.

Motion passes 5-0.

7. Board Reports and New Business –

Strategic Plan Committee –

Christy reported that the survey of library users launched on March 10, 2023 and is being promoted in multiple ways, such as by email, on the website, in the newsletter, and flyers in local businesses. There is no deadline for completion of the survey. As of March 15, 79 responses have been received. The consultants have set a goal of 500 responses. Respondents will be entered to win one of five \$30 gift certificates to Valley Cottage businesses, including David's Bagels, Wilma's Tea Cosy, Valley Pizzeria, Aroma Thai, and Dee Maria's.

Board vacancy –

Arlette reported that the board vacancy announcement has been placed on the website and in the newsletter. Applicants must apply by April 19, 2023.

Arlette suggested the board establish a process if more than one individual applies for the board vacancy. It was generally agreed that a subcommittee of two trustees and the library director will interview all applicants and determine which individuals to present to the full board for consideration. The new trustee (who will complete Kevin's term) will be determined by a majority vote of the trustees.

Solar Panels discussion –

Christy indicated that the board should determine whether to pursue a New York state construction grant no later than the June board meeting. The grant applications are due August 1, 2023. The grant covers up to 50% of construction expenses.

She noted that it may make sense to sync an investment in solar panels with the roof replacement. The library previously obtained two quotes on solar panels and already has sufficient photos of the library roof, which would be required elements of the grant application.

Annual Report –

Moved by Frank Dwyer and seconded by Michael Mark the following resolution:

RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2022 Annual Report, as amended, was reviewed and accepted by the Board.

Motion passes 5-0.

8. Old Business –

Flood remediation and repair report –

Christy reported that the library will have to close for necessary repairs, including carpet installation, painting, cleaning air ducts, building shelves, and reshelving books.

Roof progress report –

Christy reported that a large unit HVAC was removed from the roof as part of the roofing project. It was recommended that the unit be replaced due to damaged coils and a new electrical panel on the roof should be installed. Based on the HVAC company's recommendation, the library will install a weldable walkway on the roof to provide protection from wear and tear in a specified high traffic area. Board approval is not required for this project.

9. Workshop Items –

Meeting Room Calendar – Reviewed

Statistics – Reviewed

10. Call to Adjourn

Moved by Michael Mark and seconded by Arlette Mooney

To adjourn the meeting.

Motion passes: 5-0.

Meeting adjourned at 8:40pm.

Respectfully submitted,

Melissa L. Roy, Secretary