

# VALLEY COTTAGE LIBRARY

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Board of Trustees Meeting of the  
Valley Cottage Library  
Wednesday, May 21, 2025

## MINUTES

Present: Frank Dwyer, President  
Marge McLoughlin, Vice President  
Michael Mark, Treasurer  
Mary Fiore, Trustee  
Jemar Ward, Trustee

Staff: Christy Blanchette, Director  
Ashley Maraffino, Assistant Director

Guests: Donalee Berard; Berard & Associates, Auditors  
David Raiken; Berard & Associates, Auditors

Excused: Arlette Mooney, Trustee  
Melissa L. Roy, Secretary

Public present: Caroline Meyers

**1. Call to order** – Meeting called to order at 7:31pm by Frank Dwyer, President.

**2. Public Comments – None**

**3. Auditor's Report from Berard & Associates**

In the opinion of the auditors, the financial statements present fairly in all material respects, the financial position of the Valley Cottage Library as of December 31, 2024 and 2023, and the changes in its

net assets and its cash flows for the years then ended in accordance with the accounting principles generally accepted in the USA.

The auditor's presented a review of the balance sheet and statement of financial position. The auditor's findings and recommendations suggested to continue being rigorous with segregation of duties. The auditors confirm the audit is done annually. The Trustees have a due diligence to care for the Valley Cottage Library, through the five-year strategic plan and mission.

**Moved by Marge McLaughlin and seconded by Michael Mark the following resolution:**

**RESOLVED** that the Trustees accept the auditors' report of the firm Berard & Associates that the financial standing of the Valley Cottage Library is in good standing.

Motion passes 5-0.

#### **4. Approval of Minutes – April 16, 2025 Minutes –**

**Moved by Marge McLaughlin and seconded by Jemar Ward the following resolution:**

**RESOLVED** that the Trustees accept the Minutes of the April 16, 2025 library Board Meeting.

Motion passes 5-0.

#### **5. President's Report**

Frank Dwyer reports that he has no President's Report other than to state that he checked in with Trustee Arlette Mooney and she is well.

#### **6. Director's Report – On file for review.**

Christy Blanchette shared that other than the Director's Report on file, her report mainly focuses on topics covered by the Building Committee.

#### **7. Treasurer's Report –**

Michael Mark reported that Increase in funds transferred to cover increase in expenses.

Marge McLaughlin asked how much the auditor's charge, Christy Blanchette reported approximately \$11,000, and that and the library uses QuickBooks for its financial accounting programs.

**Moved by Marge McLoughlin and seconded by Jemar Ward the following resolution:**

**RESOLVED**, that the Board of Trustees of the Valley Cottage Library accepts the Treasurer's Report.

Motion passes 5-0.

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

Personnel Report –

**Moved by Michael Mark and seconded by Marge McLaughlin the following resolution:**

**RESOLVED**, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the appointment of Maria Kiely, part-time non-exempt, effective May 5, 2025

**RESOLVED**, that on the recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library accepts the resignation of Cara Lipari, whose last day of work will be March 26, 2025.

Motion passes 5-0.

Study Rooms Policy DRAFT -

Christy Blanchette presented a draft of a new policy created to cover the three new quiet study rooms. Terms include rules such as a two-hour limit and allows for one extension of up to two hours if no other reservation is pending, with a maximum of 24 reservations per month. Library patrons must be at least 16 minimal age to reserve. Discussion ensued about how to reserve, and library confirms a kiosk with a tablet or online will be available, as well as in-person assistance from Library staff.

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

**RESOLVED**, that on the recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the new Study Rooms Policy.

Motion passes 5-0.

Meeting Room Use Policy Update -

Review of the policy, whereas in the past a Valley Cottage resident or Nyack Schools resident could present their license and walk in to reserve space. Updated information for room set-up and capacity configurations, as well as reservation and admission fees, food and drink and fees are now included in the policy.

**Moved by Marge McLaughlin and seconded by Mary Fiore the following resolution:**

**RESOLVED**, that on the recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the updates to the Meeting Room Use Policy.

Motion passes 5-0.

Building Committee –

Christy Blanchette reports that the construction is done, and the contractors are now painting. By Friday 5/23 the painting will be done and the temporary walls will come down. Electrical will be completed. Carpet will be installed and technology (interactive board, WiFi, gaming tv).

Furniture orders have begun with custom cabinetry for bookshelves in teen room, counters in quiet study rooms, and a counter near the patron area copier, and an additional bookshelf.

Christy Blanchette reports that additional allocation of funds are needed to cover costs that incurred after initially allocation of budget for the project.

\$53,032+ all in for remainder of funds.

The Building Committee reported that they had a special meeting to review the construction, walked through the physical construction space, and reviewed the background materials pertinent to the additional funds request. The Building Committee concurs with the Director's assessment for additional allocation of funds. Discussion ensued and the sum of \$55,000 was recommended to additionally allocate to the project.

**Moved by Marge McLaughlin and seconded by Michael Mark the following resolution:**

**RESOLVED**, that the funds allocated to the current building project have an addition allocation of funds totalling \$55,000.

Motion passed 5-0.

## **9. Old Business –**

Michael Mark reports that he will review and research policies for public comment at board meetings. This policy is being managed by the By-Laws committee. Michael Mark is reviewing school district policies, which so far seem very restrictive. It will be better to research other libraries for comparison.

Jemar Ward offered to help support any work on policy review or research based on his area of expertise.

## **10. Adjournment -**

**Moved by Marge McLaughlin and seconded by Michael Mark the following resolution:**

**RESOLVED**, to adjourn the meeting.

Motion passed 5-0.

Meeting adjourned at 8:45.pm.

Respectfully submitted,  
Mary Fiore, Trustee