

VALLEY COTTAGE LIBRARY

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Board of Trustees Meeting of the
Valley Cottage Library
Wednesday, December 21, 2022

MINUTES

Present: Arlette Mooney, President
Frank Dwyer, Vice President
Marge McLoughlin, Treasurer
Kevin Graham, Trustee
Herb Lerner, Trustee
Melissa L. Roy, Trustee

Christy Blanchette, Director
Ashley Maraffino, Assistant Director

Absent: Michael Mark, Secretary; excused

Public attending: Caroline Meyers

1. Call to order – Meeting called to order at 7:35pm by Arlette Mooney, President.

2. Public Comments – As a Valley Cottage resident, Caroline Meyers extended holiday wishes to all assembled.

3. Approval of November 16, 2022 Minutes

Moved by Marge McLoughlin and seconded by Frank Dwyer

To accept the Minutes of the November 16, 2022 library Board Meeting.

Motion passes 5-0.

4. President's Report –

Arlette commented as follows:

- Arlette thanked the Board and extended kudos to the Library Director for a job well-done during a difficult year.
- Arlette reviewed library accomplishments for the 2022 year.

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

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

Moved by Herb Lerner and seconded by Kevin Graham the following resolution:

RESOLVED, that the Board of Trustees of the Valley Cottage Library accepts the Treasurer's Report dated November 30, 2022, and approves the attached vouchers.

Motion passes 6-0.

7. Board Reports and New Business –

Personnel Report –

Moved by Marge McLoughlin and seconded by Herb Lerner the following resolutions as a group:

RESOLVED, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library accepts the resignation of Mia Abragan, whose last day of work will be November 30, 2022.

RESOLVED, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the appointment of Katie Karkheck, full time exempt, effective December 30, 2022.

Motion passes 6-0

Strategic Plan Committee –

Melissa reported that the expanded committee met with the consultants virtually. The consultants will prepare a community survey for review. Christy reported that the consultants visited the library on December 20.

Bylaws Committee –

Christy will re-format the Bylaws to reflect the recent amendments.

Finance Committee –

None

Audit Engagement Letter –

Moved by Marge McLoughlin and seconded by Kevin Graham the following resolution:

RESOLVED, that 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, 2022.

Motion passes 6-0

Roof replacement bids – discussion

Moved by Frank Dwyer and seconded by Kevin Graham the following resolution:

RESOLVED, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library authorizes the Library Director to contract with Tri-State Commercial Roofing Corp. to replace the library roof subject to verifying their references.

Motion passes 6-0.

Solar panel installation – discussion

Christy will pursue an engineering report as the first step in applying for a construction grant to install solar panels on the library roof.

Bulletin Board and Exterior Signs policy revision –

Moved by Kevin Graham and seconded by Marge McLoughlin the following resolution:

RESOLVED, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the Bulletin Board and Exterior Signs Policy as revised.

Motion passes 6-0

8. Old Business – None

9. Workshop Items –

Meeting Room Calendar – Reviewed

Statistics – Reviewed

10. Call to Adjourn

Moved by Frank Dwyer and seconded by Marge McLoughlin

To adjourn the meeting.

Motion passes 6-0.

Meeting adjourned at 8:49pm.

Respectfully submitted,

Melissa L. Roy