

# VALLEY COTTAGE LIBRARY

110 Route 303, Valley Cottage, New York 10989 • 845.268.7700 • [www.valleycottagelibrary.org](http://www.valleycottagelibrary.org)



Board of Trustees Meeting of the  
Valley Cottage Library  
Wednesday, July 17, 2024

## MINUTES

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

Christy Blanchette, Director  
Ashley Maraffino, Assistant Director

Excused: Mary Fiore, Trustee

Public attending: Jemar Ward

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

### **4. President's Report –**

Frank announced that Arlette will be awarded the 2024 RCLS Anthony J. Knipp Library Trustee Award at an award ceremony to be held on September 6<sup>th</sup>. Christy recommended Arlette because of the guidance and support she provided to Christy during Christy's first year as library director.

### **2. Public Comments – None**

### **3. Approval of May 15, 2024 Minutes –**

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

To accept the Minutes of the May 15, 2024 library Board Meeting.  
Motion passes 5-0.

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

Christy highlighted the transition to the new ILS that will take place on Thursday – Saturday, August 1 - 3. She noted that while other libraries have opted to close during the transition when

staff will need to work offline, the Valley Cottage Library will be open. She indicated that the transition will likely be stressful for library staff, so the library will offer staff training on August 2 that will include mindfulness and stress reduction techniques.

## **6. Treasurer's Report –**

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

**RESOLVED**, that the Board of Trustees of the Valley Cottage Library accepts the Treasurer's Reports dated June 30, 2024, and approves the attached vouchers.  
Motion passes 5-0.

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

### Personnel Report –

**Moved by Michael Mark and seconded by Arlette Mooney the following resolutions as a group:**

**RESOLVED**, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the appointment of Diana Mendoza, full-time non-exempt, effective June 17, 2024.

**RESOLVED**, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the appointment of Blake White, part-time non-exempt, effective July 2, 2024.

**RESOLVED**, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the appointment of Isabel Abragan, part-time non-exempt, effective July 15, 2024.

Motion passes 5-0.

### Sustainable Libraries Initiative progress report –

Ashley provided a progress report on the work of the Sustainable Libraries committee. She noted that the committee is working through the initiative's 12 categories and has accomplished many tasks over the last year, such as the completion of an energy audit by an outside consultant, the creation of a quarterly newsletter, and the hosting of a repair café. While their efforts have been slowed by the flood and the related response, she hopes that the committee will complete all of the initiative's tasks next year.

### Sustainability policy adoption –

**Moved by Michael Mark and seconded by Arlette Mooney the following resolution:**

**RESOLVED**, that, on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library adopts the *Valley Cottage Library Sustainability Policy*.  
Motion passes 5-0.

### Parking Lot repair proposals –

**Moved by Marge McLoughlin 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 authorizes the Library Director to engage RAVE Asphalt Inc. to repair the parking lot at a cost of approximately \$26,000.

Motion passes 5-0.

Electronic Resources Policy revision –

**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 approves the *Valley Cottage Library Electronics Resources / Internet Policy*, as amended.

Motion passes 5-0.

Wireless Access policy revocation –

**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 revokes the *Valley Cottage Library Wireless Access Policy*.

Motion passes 5-0.

Staff Use of Computer Networks policy revision –

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

**RESOLVED**, on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the *Valley Cottage Library Computer & Electronic Resource Use Policy for Staff*, as amended.

Motion passes 5-0.

Finance Committee – retirement review

A review of current retirement funding and the consideration of possible adjustments was referred to the Finance Committee.

Building Committee –

The construction grant, which is due August 1<sup>st</sup>, is almost complete. The next step is to issue a request for proposals for builders.

#### **8. Old Business – None**

#### **9. Workshop Items – None**

#### **10. Statistics – Reviewed**

#### **7. Board Reports and New Business – continued**

New Trustee Committee –

**Adjourn to Executive Session**

**At 8:51pm, Arlette Mooney moved, and Marge McLoughlin seconded adjournment to Executive Session to discuss the Board vacancy and appointment recommendation.**

Motion passes 5-0.

**Re-convene to Public Session**

**At 9:02pm, Michael Mark moved, and Melissa Roy seconded to re-convene to Public Session.**

Motion passes 5-0.

Michael Mark and Arlette Mooney nominated Jemar Ward to serve as a library trustee for the remainder of Herb Lerner's unexpired term. Jemar Ward is appointed unanimously.

**11. Adjournment**

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

To adjourn the meeting.

Motion passes: 5-0.

Meeting adjourned at 9:06pm.

Respectfully submitted,

Melissa L. Roy, Secretary