

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, August 21, 2024

MINUTES

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

Christy Blanchette, Director
Ashley Maraffino, Assistant Director

Excused: Mary Fiore, Trustee

Public attending: Carida Ridoré
Caroline Meyers

1. Call to order – Meeting called to order at 7:32pm by Frank Dwyer, President.

2. Public Comments – None

3. Approval of July 17, 2024 Minutes –

Moved by Marge McLoughlin and seconded by Arlette Mooney

To accept the Minutes of the July 17, 2024 library Board Meeting.
Motion passes 5-0.

4. President's Report –

Frank commented as follows:

- He welcomed the recently selected trustee, Jemar Ward.
- Arlette will be awarded the 2024 RCLS Anthony J. Knipp Library Trustee Award at an award ceremony to be held on September 6th.
- He reminded trustees of annual training requirements.

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

6. Treasurer's Report –

Moved by Marge McLoughlin 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 July 31, 2024, and approves the attached vouchers.
Motion passes 6-0.

7. Board Reports and New Business –

Personnel Report –

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 accepts the resignation of Anya Berg, whose last day of work will be July 26, 2024.
Motion passes 6-0.

Exhibits Policy –

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 approves the *Valley Cottage Library Exhibits Policy*, as amended.
Motion passes 6-0.

Programming Policy –

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 adopts the *Valley Cottage Library Programming Policy*.
Motion passes 6-0.

Finance Committee – retirement review

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

WHEREAS; the Trustees of the Valley Cottage Library are committed to ensuring that employees are provided with the means of obtaining fiscal sustainability by providing a living wage with corresponding benefits;

AND WHEREAS; it is incumbent on the Trustees to review the current matching contribution rate made to the staff retirement plans;

THEREFORE, BE IT RESOLVED; that the current five percent (5%) employer matching contribution rate be increased to six (6%) percent effective the first pay period of September 2024, or as soon as administratively possible thereafter, and further, the employer matching contribution rate be increased to seven (7%) percent effective the first pay period of January 2025, or as soon as administratively possible thereafter. This rate is to be reviewed on an annual basis.

Motion passes 6-0.

Building Committee –

Christy will contact the water engineer to address recent water incursion issues. Frank noted that a facilities condition assessment should be done to check other parts of the building.

Christy reported that the construction grant was submitted for the teen space renovation project (at a projected cost of \$220,000). The library is eligible to receive 50% of the project costs. Notice of any award is anticipated near the end of the year. The next step is to issue a request for proposals for builders.

8. Old Business – None

9. Workshop Items – None

10. Statistics – Reviewed

11. Adjournment

Moved by Michael Mark and seconded by Marge McLoughlin

To adjourn the meeting.

Motion passes: 6-0.

Meeting adjourned at 8:49pm.

Respectfully submitted,

Melissa L. Roy, Secretary