

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 19, 2025

MINUTES

Present: Frank Dwyer, President
Melissa L. Roy, Secretary
Michael Mark, Treasurer
Mary Fiore, Trustee
Arlette Mooney, Trustee
Jemar Ward, Trustee

Christy Blanchette, Director
Ashley Maraffino, Assistant Director

Excused: Marge McLoughlin, Vice President

Public present: Caroline Meyers

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

2. Public Comments – None

3. Approval of Minutes –

- **January 15, 2025 Minutes –**

Moved by Mary Fiore and seconded by Michael Mark

To accept the Minutes of the January 15, 2025 library Board Meeting as amended.

Motion passes 6-0.

- **January 28, 2025 Minutes –**

Moved by Arlette Mooney and seconded by Michael Mark

To accept the Minutes of the January 28, 2025 library Special Board Meeting.

Motion passes 6-0.

4. President's Report –

Frank shared the following:

- The Board recognizes the contributions of longtime Trustee, Herbert Lerner, who passed away on February 10, 2025. He will always be remembered as a valuable asset with his years of boundless interest, support, dedication and an intricate part in the development and success of the Valley Cottage Library.
- He also thanked trustees for their work in securing approval of the budget.

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

Christy shared the following highlights:

- She thanked trustees for their support, Ashley for her leadership, and recognized the hard work of the staff during her recent leave.

6. Treasurer's Report –

Moved by Arlette Mooney and seconded by Mary Fiore the following resolution:

RESOLVED, that the Board of Trustees of the Valley Cottage Library accepts the Treasurer's Reports dated January 31, 2025 and February 28, 2025 and approves the attached vouchers. Motion passes 6-0.

7. Board Reports and New Business –

Personnel Report –

Moved by Jemar Ward 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 Emily DiGennaro, part-time non-exempt, effective January 22, 2025.

RESOLVED, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the appointment of Louise Jones, part-time non-exempt, effective February 13, 2025.

RESOLVED, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library accepts the resignation of Carol Hackett, whose last day of work will be February 21, 2025.

RESOLVED, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library accepts the resignation of Nancy Cheng, whose last day of work will be February 26, 2025.

Motion passes 6-0.

NYS Annual Report Approval –

Moved by Mary Fiore and seconded by Arlette Mooney the following resolution:

RESOLVED, that the Library operated in accordance with the provisions of Education Law, and assures that the 2024 Annual Report was reviewed and accepted by the Board of Trustees of the Valley Cottage Library.

Motion passes 6-0.

2024 Annual Report to the Community approval –

Moved by Michael Mark and seconded by Jemar Ward the following resolution:

RESOLVED, that on the recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the 2024 Annual Report to the Community, as amended, to comply with NYS minimum standard #3.

Motion passes 6-0

Employee Handbook review and approval –

Moved by Arlette Mooney and seconded by Michel Mark the following resolution:

RESOLVED, that on the recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the Employee Handbook, as revised.

Motion passes 6-0

Pipe Insulation proposal – review and approval –

Moved by Michael Mark and seconded by Jemar Ward the following resolution:

RESOLVED, that the Board of Trustees of the Valley Cottage Library authorizes the Library Director to enter into a contract with Evelich II Insulation Corp. in the amount of \$14,000 to insulate pipes in various places in the library for both protection from vulnerability due to cold, and energy savings due to heat loss in the Boiler Room.

Motion passes 6-0.

Building Committee –

Christy reported that Frank signed the RFP for the renovation of the teen space and that work will begin during the middle of April. The framing portion of the project is expected to take approximately three weeks.

Christy briefly explained the recent Executive Order (EO) issued by President Trump that reduces funding to the Institute of Museum and Library Services (IMLS). She noted the EO's impact on the state-wide agency that funds and administers the state construction funding. Although it is not clear, there may be implications on current or future construction funding.

8. Old Business –

Public Comments –

The Bylaws Committee, which includes Michael, Marge, and Arlette, will be convened to work on a public comments policy.

9. Workshop Item – Translate Live device demonstration

10. Statistics – Reviewed

11. Adjournment

Moved by Michael Mark and seconded by Arlette Mooney

To adjourn the meeting.

Motion passes: 6-0.

Meeting adjourned at 8:35pm.

Respectfully submitted,
Melissa L. Roy, Secretary