

VALLEY COTTAGE LIBRARY

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Board of Trustees Meeting of the
Valley Cottage Library
Wednesday, May 15, 2024

MINUTES

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

Christy Blanchette, Director
Ashley Maraffino, Assistant Director

Excused: Marge McLoughlin, Vice President

Public attending: Carida Ridoré
Gregory Sheehan
Jemar Ward

1. Call to order – Meeting called to order at 7:30pm by Frank Dwyer, President.

2. Public Comments – None

7. Board Reports & New Business –

Audit Exit Conference –

Representatives from Berard & Associates, CPA's, P.C. presented the results of the audit of the library's finances in draft form and answered questions.

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

RESOLVED, that the Board of Trustees of the Valley Cottage Library accepts the audit report submitted by Berard & Associates, CPA's, P.C.

Motion passes 5-0.

3. Approval of May 20, 2024 Minutes –

Moved by Arlette Mooney and seconded by Michael Mark

Approved July 17, 2024

To accept the Minutes of the March 20, 2024 library Board Meeting.
Motion passes 5-0.

4. President's Report –

Frank commented as follows:

- A thank you letter and certificate of appreciation were sent to Herb Lerner in recognition of his service as a library trustee.
- Trustees must complete two hours of training.

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

6. Treasurer's Report –

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

RESOLVED, that the Board of Trustees of the Valley Cottage Library accepts the Treasurer's Reports dated March 31, 2024 and April 30, 2024, and approves the attached vouchers.
Motion passes 5-0.

7. Board Reports and New Business continued –

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 accepts the resignation of Natalie Boham, whose last day of work will be April 10, 2024.

RESOLVED, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library accepts the resignation of Kristen LoPresti, whose last day of work will be April 12, 2024.

RESOLVED, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the appointment of Cara Lipari, part-time non-exempt, effective April 17, 2024.

RESOLVED, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the appointment of Jennifer Gage, full-time exempt, effective June 5, 2024.

Motion passes 5-0.

Construction Aid assurances –

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

RESOLVED, that the Board of Trustees of the Valley Cottage Library approves, and authorizes the Library Director to submit, an application for a public library construction aid award to be administered in accordance with the requirements of Education Law §273-a and Commissioner's Regulations §90.12.

Approved July 17, 2024

Motion passes 5-0.

Document Retention & Destruction policy revision –

Moved by Mary Fiore 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 approves the *Valley Cottage Library Document Retention & Destruction Policy*, as amended.

Motion passes 5-0.

Meeting Room use policy revision –

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 approves the *Valley Cottage Library Meeting Room Use Policy*, as amended.

Motion passes 5-0.

Piano Use policy revision –

Moved by Michael Mark and seconded by Mary Fiore 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 Piano Policy*, as amended.

Motion passes 5-0.

Advanced Certificate in Public Library Administration –

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

RESOLVED, that the Board of Trustees of the Valley Cottage Library approves the Library Director's participation in Long Island University, Palmer School of Library and Information Science's Public Library Administration Certificate program at a total cost of \$8,550 over three years.

Motion passes 5-0.

New Trustee Committee –

The ad hoc committee, which is comprised of Arlette Mooney, Michael Mark, and Melissa Roy, is subject to the following conditions:

For all practical purposes, any Committee reference(s) during these interviews shall include Christy's participation in the process.

- 1) The committee shall meet at a time convenient to both the Committee and applicants.
- 2) The committee shall take as much time that is reasonably necessary during the interview process to ultimately arrive at their decision.
- 3) Once the committee has made a choice, they will not communicate this to the applicant.
- 4) The committee will only report their selection at a full Board meeting. The full Board will then discuss and vote on the Committee's selection. Only then will the applicant be notified of the Board's decision.

The committee along with the Library Director will interview five candidates for the vacant trustee position.

Approved July 17, 2024

Building Committee –

On May 7, Christy met again with Michael Esmay, the architect, and relevant staff to discuss the teen room expansion. The latest conversations with Mr. Esmay indicate that the amount of glass, including some double-paned areas, needed for the project and the custom cabinet work will be seen as cost escalations over the initial estimate.

The furniture outside of the teen room and zoom rooms is not eligible for the construction allocation and will need board allocations to fund.

The Building Committee provided feedback on the current plan. Mr. Esmay is working on more in-depth builder's plans for use in the grant, which is due August 1, 2024.

8. Old Business

June Board meeting –

The June meeting, which falls on Juneteenth (June 19) will be canceled.

9. Workshop Items – None

10. Statistics – Reviewed

11. Adjournment

Moved by Michael Mark and seconded by Mary Fiore

To adjourn the meeting.

Motion passes: 5-0.

Meeting adjourned at 8:51pm.

Respectfully submitted,
Melissa L. Roy, Secretary

Approved July 17, 2024