

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, June 21, 2023

MINUTES

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

Also attending: Christy Blanchette, Director
Ashley Maraffino, Assistant Director

Absent: Michael Mark, Treasurer - excused

Public attending: Caroline Meyers, Ashley Gualterly

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

2. Public Comments – None

3. Approval of May 17, 2023 Minutes

Moved by Marge McLoughlin and seconded by Herb Lerner

To accept the Minutes of the May 17, 2023 library Board Meeting.

Motion passes 5-0.

4. President's Report – None

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

Christy reported as follows:

- Installation of new lighting is in progress.
- Temporary lighting will be added to the non-fiction area on June 22 to address low lighting.
- All collections are again accessible to library patrons; during the restoration, staff had to gather items for patrons.

- The library attorney issued a legal opinion of good standing that was needed to complete the CREST grant application requirements. The library applied last year for \$150,000 that will cover expenses related to the new roof; the funds will be available soon.
- In collaboration with the Islamic Center of Rockland, the library will host a storytime for Eid Mubarak; seven families have registered to attend.
- RCLS is sponsoring a Road Trip program to encourage patrons to visit the libraries in the service area. All ages can participate and win prizes.

Arlette congratulated Christy as she will be graduating from Leadership Rockland on June 26. Carida Ridoré, the Head of Children's Services, will also be graduating from the program.

6. Treasurer's Report

Moved by Frank Dwyer and seconded by Marge McLoughlin the following resolution:

RESOLVED, that the Board of Trustees of the Valley Cottage Library accepts the Treasurer's Report dated May 31, 2023, and approves the attached vouchers.

Motion passes 5-0.

Moved by Herb Lerner and seconded by Melissa Roy the following resolution:

RESOLVED, based on the audit submitted by Berard & Associates CPAs P.C., that the Board of Trustees of the Valley Cottage Library approves the transfer of unexpended funds from the 2022 budget to the fund balance.

Motion passes 5-0.

7. Board Reports and New Business

Board vacancy appointment –

Arlette stated that she appreciated all the candidates who applied to serve as a library trustee and noted that it was a tough decision to select only one candidate since all were qualified.

Moved by Marge McLoughlin and seconded by Melissa Roy the following resolution:

RESOLVED, that the Board of Trustees of the Valley Cottage Library select Mary Fiore to complete the unexpired term as Valley Cottage library trustee that was vacated by Kevin Graham.

Motion passes 5-0.

Strategic Plan Committee – Focus group dates –

Christy reported that our strategic planning consultants will be conducting a focus group for Board members on Wednesday, July 12 at 7pm in-person at the library. The consultants will meet with seven groups on July 11-12.

Personnel Report –

Moved by Marge McLoughlin 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 appointment of Carly Campos, full time exempt, effective July 10, 2023.

Motion passes 6-0.

Parking Lot Policy revision -

Moved by Frank Dwyer 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 Valley Cottage Library Parking Lot Use policy, as amended.

Motion passes 6-0.

Ref Desk/YA/Study rooms concept discussion –

Christy reported the architect, Michael Esmay, prepared a preliminary re-design of the reference desk and young adult spaces that addressed existing space concerns she had discussed with him. The architect's re-design includes moving the reference desk to ensure better sight lines and improve security, enlarging and enclosing the young adult space, and adding low occupancy rooms that could be used for study or virtual meetings. The architect provided a rough estimate of \$150,000 to complete the project. The reference desk replacement will be covered by insurance. The current strategic plan includes space planning.

Arlette appointed a Building Committee, including Marge (chair), Mary, Melissa, and Herb to work with Christy.

8. Old Business

Solar Panels decision –

It was determined not to move forward with the solar panels project this year. Accordingly, the library will not apply for a construction grant this year.

10. Workshop Items –

Statistics –

Christy noted that circulation was higher in May 2023 than in May 2022 despite the recent library restoration and related closures.

10. Adjournment

Moved by Marge McLoughlin and seconded by Herb Lerner

To adjourn the meeting.

Motion passes: 6-0.

Meeting adjourned at 9:11pm.

Respectfully submitted,
Melissa L. Roy, Secretary