

VALLEY COTTAGE LIBRARY

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Board of Trustees Meeting of the
Valley Cottage Library
Wednesday, December 20, 2023

MINUTES

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

Absent: Michael Mark, Treasurer – excused
Mary Fiore, Trustee -- excused
Herb Lerner, Trustee – excused

Also attending: Christy Blanchette, Director

Public attending: Caroline Meyers

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

2. Public Comments – Caroline Meyers shared holiday greetings.

3. Approval of November 15, 2023 Minutes

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

RESOLVED, to accept the Minutes of the November 15, 2023 library Board Meeting.

Motion passes 4-0.

4. President's Report –

After sharing holiday greetings and wishes for all good things in 2024, Arlette reported as follows:

- She indicated that this is her last term as Board President and Frank Dwyer's last term as Board Vice President. She thanked everyone for their support and encouraged all trustees to consider running for office.
- She thanked Mary Fiore for attending the graduation ceremony for the For Future Reference internship program on behalf of the Board and preparing the certificates of

Approved 1/17/2024

appreciation for Carida Ridore, Megan Stover and Sean Antonucci for their work with the internship program.

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

Christy reported as follows:

- The recent storm on December 18, 2023 had resulted in additional leaks in the library. The rain appears to have entered the building through large gaps that were discovered around the second level windows where the sealing had failed due to sun damage. The roofer will provide a quote to fix the gaps.

6. Treasurer's Report

Arlette reported as follows:

- The interest rate on the library funds held in a money market account had increased to 5%.
- Christy invited Tom Nash, the government relations banker, to the December Board meeting, but he was unavailable. She hoped he would be available to attend the January Board meeting or send a representative to discuss the collateral accounts.

Moved by Melissa Roy and seconded by Frank Dwyer the following resolution:

RESOLVED, that the Board of Trustees of the Valley Cottage Library accepts the Treasurer's Report dated November 30, 2023, and approves the attached vouchers.
Motion passes 4-0.

7. Board Reports and New Business

Strategic Plan Committee –

There was consensus on the following:

- Vision: Valley Cottage Library inspires learning, creates possibilities, and grows our community.
- Mission: Valley Cottage Library provides a welcoming, inclusive, and sustainable environment in which materials and services support and enhance the diverse needs and interests of the community.

Building Committee –

Christy reported that the library staff met with Michael Esmay, the library's architect, to discuss revising the design for the reference desk to add another exit/gate and the design for the teen room to add a second door near the reference desk.

Audit Engagement Letter –

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

RESOLVED, that the Board of Trustees of the Valley Cottage Library accepts and approves the Letter of Engagement from Berard & Associates, Certified Public Accounts, to perform the library's audit for the year ended December 31, 2023.

Motion passes 4-0.

Whistleblower Revision - tabled

8. Old Business – None

9. Workshop Items –

Statistics – reviewed

10. Adjournment

Moved by Marge McLoughlin and seconded by Melissa Roy

To adjourn the meeting.

Motion passes: 4-0.

Meeting adjourned at 8:52pm.

Respectfully submitted,

Melissa L. Roy, Secretary

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