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**Board of Trustee Meeting of the  
Valley Cottage Library  
Wednesday February 16, 2022**

**MINUTES**

**In response to Legislation (A.8591; S7623) signed on January 14, 2022 by New York State Governor Kathy Hochul, which allows New Yorkers to participate in state and local government meetings virtually to reduce the risk of COVID-19 spread, the Valley Cottage Library Board of Trustees did not meet in-person. The Wednesday, February 16, 2022 Valley Cottage Library Board of Trustees Meeting was held via videoconferencing, and a transcript will be provided at a later date. The public had an opportunity to see and hear the meeting live.**

**Present:** Arlette Mooney, President  
Frank Dwyer, Vice President  
Marge McLoughlin, Treasurer  
Michael Mark, Secretary  
Herb Lerner, Trustee  
Melissa Roy, Trustee

Christy Blanchette, Director

**Absent:** Kevin Graham, Trustee

**1. Call to order -**

Meeting called to order at 7:32 PM by Arlette Mooney, President.  
Arlette invited public comment; no public comment.

**2. Approval of Minutes**

**Moved by Herb Lerner and seconded by Marge McLoughlin**

To accept the Minutes of the January 19<sup>th</sup>, 2022 Regular Library Board  
Meeting As Amended.  
Motion passes 6-0

**3. President's Report –**

Arlette thanked board members who were able to attend the budget information session on February 8<sup>th</sup> at the Nyack Library. Thanks to Christy Blanchette, Valley Cottage Library Director, to Angela Strong, Nyack Library Director, and to board members from both libraries for providing information at the meeting.

Arlette thanked board members for assistance at the budget vote, and congratulated staff and community on the successful outcome of the vote.

In addition, Arlette commented that since COVID-19 numbers are beginning to go down, did the board want to consider conducting its next meeting(s) in-person? Consensus of the board was to conduct its next meeting(s) in-person, provided that the numbers stayed down, and that proper precautions would be taken to ensure a safe meeting.

**4. Director's Report** – Christy summarized the Director's Report, which is on file for review.

**5. Treasurer's Report** – Marge reviewed the Treasurer's Report, which is on file. In addition, Christy clarified a budgetary clerical error the library's payroll company had made regarding the Employee Retention Credit (ERC). The error is being corrected.

**Moved by Herb Lerner and seconded by Michael Mark the following resolution:**

**RESOLVED**, The Board of Trustees of the Valley Cottage Library accepts the Treasurer's Report dated 31 January, 2022, and approves the attached vouchers. Motion passes 6-0.

**6. Board Reports and New Business –**

Personnel Report

**Frank Dwyer moved and Marge McLoughlin seconded the following resolution:**

**RESOLVED**, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the appointment of Carida Ridore, full time exempt, effective March 3, 2022. Motion passes 6-0

Access to Library Records and Information Policy revision

Since there is new information the board must receive and consider regarding Access to Library Records and Information Policy revision, the consensus of the board was to review and discuss these matters at a future meeting.

**7. Old Business – None**

**8. Workshop Items -**

**Correspondence –**

The Library received correspondence from Synchrony, which provides an Amazon Credit Line for the library. Synchrony will no longer provide this service, so the library will make purchases through other existing means.

In addition, Marge reported on research she has done to establish a new credit card for Christy's use on behalf of the library, to replace the credit card used by Amelia Kalin, former Library Director.

**Meeting Room Calendar - Reviewed**

**ANSER/RCLS issues –**

Christy reported that the contract for certain information and computer services provided by RCLS to system libraries will expire at the end of 2022, and that RCLS will be instituting a new structure for providing services. Member libraries will have to decide on remaining with RCLS for all services, or creating a more individualized menu of services from RCLS and other sources. Christy will continue to research options and report to the board. The board must approve a structure of services by the end of June 2022.

**Prior to adjournment:**

Marge raised the need to fill the Assistant Director position vacated by Christy, when Christy moved into the Director's position. Christy will develop an appropriate process to fill the vacancy.

**9. Call to Adjourn**

**Moved by Michael Mark and seconded by Marge McLoughlin**  
to adjourn the meeting  
Motion passes 6-0

Meeting adjourned at 9:10 PM.

Respectfully submitted,  
Michael Mark, Secretary