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Board of Trustees Meeting of the
Valley Cottage Library
Wednesday, July 15, 2026

MINUTES

Present:	Frank Dwyer, President Mary Fiore, Secretary Arlette Mooney, Treasurer Melissa L. Roy, Trustee
Excused:	Michael Mark Marge McLoughlin Jemar Ward
Also Attending :	Christy Blanchette, Director Ashley Maraffino, Assistant Director Robert Dunbar, Retirement Plan Advisor, Dunbar & Associates
Members of the Public:	
	Carida Ridoré Caroline Siecke-Pape

1. **Call to order** – Frank Dwyer called the meeting to order at 7:50 p.m.

2. **Public Comments** (limited to 3 minutes each) - None

3. **Approval of minutes of June 17, 2026 Board meeting** -

   Moved by Arlette Mooney and seconded by Melissa L. Roy the following resolution:
   RESOVLED to accept the minutes of the June 17, 2026 Valley Cottage Library Trustees meeting.
   Motion passes 4-0.

4. **President's Report** - Frank Dwyer reports he has no updates at this time but recognizes the Bylaws committee for their efforts in recent weeks.

5. **Director's Report** - Christy Blanchette reports that she has no additional items to report outside of her written report, which is on file for review.

6. **Treasurer's Report** - Arlette Mooney reports that the Valley Cottage Library is solvent and in fine financial shape this month. The Library is under budget for June. Arlette reports that on June 10th the final installment of the tax revenues were received.
Moved by Melissa L. Roy and seconded by Mary Fiore the following resolution:
RESOLVED that the Valley Cottage Library Board of Trustees accepts the Treasurer's Report of June 30, 2026.
Motion passes 4-0.

7. **Board Reports & New Business -**

a) TIAA plan documents review and approval

Retirement advisor Robert Dunbar from Dunbar & Associates presented and explained that the TIAA employee plan not changing, but platform changing, resulting in better costs, better investment options, a savings of 50%, lifetime. The plan is personalized for employees and includes "target date funds" to manage appropriate risk levels for investors. Robert states that the product is outpacing inflation but the client doesn't have to worry about allocations. Qualified default investment option is invested in a properly investment program vs. a money market account.

TIAA will also offer an education program also being set up for all employees to explain changing platform, learn about retirement, maximizing their match, etc.

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

RESOLVED to authorize the library director to execute the the TIAA Plan investment options agreement between the Teachers Insurance and Annuity Association of America and the Valley Cottage Library.

Motion passes 4-0.

b) Personnel Report –

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

RESOLVED, that on recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library accepts the resignation of Kathy Ribaudo, whose last day of work will be July 21, 2026.

Motion passes 4-0.

c) Gutter heater proposals

While comparing 3 proposals, it was noted that

Academic didn't include electrical work in their estimate;

EZ Electric uses different materials, not at Raytheon level quality. Also didn't include a zigzag installation;

Lightning Electric will use Raytheon products and will zigzag the installation and will include electric as well.

Moved by Arlette Mooney and seconded by Melissa L. Roy the following resolution:

Resolved that the Valley Cottage Library Trustees accepts the proposal from Lightning Electric to install gutter heating system at the Valley Cottage Library.

Motion passes 4-0.

d) Kitchenette project review and approval

Christy explained that Valley Cottage Library seeks to create a small kitchenette in the community room so the community who rent the space don't have to share the staff kitchen. Christy presented plans from the architect that were reviewed previously by the Building Committee.

The plan includes creating a small kitchenette that would include cabinets, tiles, appliances, av movement, sprinkler, electric. Christy would like to submit this project for a NYS construction grant which would result in potentially receiving 50% paid for by NYS funds. Christy also presented a preliminary budget.

Moved by Melissa L. Roy and seconded by Arlette Mooney the following resolution:

RESOVLED that the Valley Cottage Library Trustees approves the Director to move forward with the project, and for the President to sign the DLD Construction Grant Assurance and the RCLS Construction Grant Assurance.

Motion passes 4-0.

e) RCLS IT Support contract

The Valley Cottage Library has requested to remove the private fiber network from RCLS and seeks full IT independence from RCLS as of end of contract on January 1, 2028.

RCLS supports the Library's request to remove the private fiber network, and to allow the VCL to buy out the IT Support cost and for the VCL to assume full responsibility for its own IT environment, effective January 1, 2027, which represents Option 2 in their offer letter.

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

RESOLVED that to support the Valley Cottage Library's IT independence, the Valley Cottage Library Trustees approve a buyout option, effective January 1, 2027, priced at 50% of the 2027 IT costs, for the Library to assume full responsibility for its IT environment, and that the cost would be reduced from $3,399 to $1,700 to buy out.

Motion passes 4-0.

8. **Old Business** - none

9. **Statistics** - On website for review

10. **Adjournmen**t -

Moved by Melissa L. Roy and seconded by Arlette Mooney the following resolution:
RESOLVED that the meeting was adjourned by Frank Dwyer at 8:34 p.m.

Respectfully submitted by:

Mary Fiore, Secretary, Valley Cottage Library Trustees

The next Board meeting is Wednesday, August 19, 2026 at 7:30pm.

Approved 8/19/2026