



Board of Trustees Meeting of the Valley Cottage Library

Wednesday, October 15, 2025

MINUTES

Present: Frank Dwyer, President
Marge McLoughlin, Vice President
Michael Mark, Treasurer
Mary Fiore, Trustee
Arlette Mooney, Trustee
Jemar Ward, Trustee

Christy Blanchette, Director
Ashley Maraffino, Assistant Director

Excused: Melissa L. Roy, Secretary

Public present: Robert Picardi
Carida Ridoré
Caroline Siecke-Pape

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

2. Public Comments -

Mr. Picardi requested the Board consider alternatives to gas leaf blower use in the parking lot during Library hours of operation to ensure the safety of patrons.

3. Approval of minutes - September 17, 2025, Board Meeting -

Moved by Michael Mark and Seconded by Marge McLoughlin the following resolution:

Resolved, to accept the Minutes of the September 17, 2025, Library Board Meeting.

Motion passes: 6-0.

4. President's Report - None.

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

Christy shared that the Library's Food Drive to benefit the St. Paul's Food Cupboard in Valley Cottage was extended to October 20, 2025.

6. Treasurer's Report -

Michael shared that the Library's financial position is in good standing, and that the Library has received the first and largest installment of the 2026 Tax funds with the next installment expected to be received in November.

Moved by Marge McLoughlin and seconded by Arlette Mooney the following resolution:

Resolved, that the Board of Trustees of the Valley Cottage Library accepts the Treasurer's Report dated September 30, 2025, and approves the attached vouchers.

Motion passes: 6-0.

7. Board Reports & New Business -

- New Insurance Policy – Cybersecurity -

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 purchase of a new cyber insurance policy from AmTrustCyber, to protect the library in the event of a cyber incident.

Motion passes: 6-0

- Third Party administration of TIAA plans – Amended to: Retirement Advisor Agreement with Dunbar & Associates-

Moved by Michael Mark and seconded by Mary Fiore the following resolution:

Resolved, that the Board of Trustees of the Valley Cottage Library authorizes the Library Director to enter into an agreement with Dunbar & Associates to provide retirement plan consulting, advisory, oversight, and compliance services of and to the library's 403(b) Defined Contribution Retirement Plan.

Motion passes: 6-0

- Reserve Funds allocations -

Moved by Michael Mark and seconded by Jemar Ward the following resolution:

Resolved, that on the recommendation of the Library Director, the Board of Trustees of the Valley Cottage Library approves the rebalance of the budget funds by moving \$500,000 from the Capital Maintenance Budget to the Reserve Fund Budget thereby increasing the Fund Reserve Balance to \$1,000,000.

Motion passes: 6-0

- RCLS Budget Acceptance -

Moved by Marge McLoughlin 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 accepts the Ramapo Catskill Library System's 2026 RCLS Operating Budget.

Motion passes: 6-0

- 2025 Audit proposal acceptance – FMFS&B

Moved by Mary Fiore and seconded by Jemar Ward the following resolution:

Resolved, that on recommendation of the Library Director and the Finance Committee and as a best practice, the Board of Trustees of the Valley Cottage Library approves the engagement of Fulton, Menfi, Frega, Straubinger & Berlamino, LLC to provide financial audit and tax preparation services.

Motion passes: 6-0

- 2027 Operating Budget proposal -

Moved by Marge McLoughlin and seconded by Jemar Ward the following resolution:

Resolved, that on recommendation of the Library Director and the Finance Committee, the Board of Trustees of the Valley Cottage Library accepts the proposed 2027 Operating Budget.

Motion passes: 6-0

- Executive Session to discuss -

Moved by Michael Mark and seconded by Marge McLoughlin to adjourn to Executive Session.

Motion passes: 6-0 at 8:40pm.

Moved by Jemar Ward and seconded by Mary Fiore to reconvene to Public Session.

Motion passes: 6-0 at 9:27pm.

- Matter concerning patron appeal -

Moved by Michael Mark and seconded by Mary Fiore the following resolution:

Resolved, that after careful consideration the Board of Trustees of the Valley Cottage Library upholds the decision of the Library Director of July 31, 2025, and denies the appeal.

Motion passes: 6-0

- Matter concerning personnel salary review -

Moved by Michael Mark and seconded by Mary Fiore the following resolution:

Resolved, that on recommendation of the Library Director and the Finance Committee, the Board of Trustees of the Valley Cottage Library approves the 2026 personnel salary budget.

Motion pass: 6-0

8. Old Business -

Public Comments policy – No report.

9. Statistics – Reviewed.

10. Adjournment -

Moved by Michael Mark and seconded by Mary Fiore:

To adjourn the meeting.

Motion passes: 6-0

Meeting adjourned at 9:33pm.

Respectfully submitted,
Arlette Mooney, Trustee