Board of Trustees
of the Blauvelt Free Library
January 27, 2026

PRESENT: Kerry Beckmann (KB), Debbie Gallagher (DG), Lisa Honig-Andrea (LHA), Lawrence Dan Danner (LDD), Theona Jensen (TJ), Kathleen Lacker (KL), Sal Pagnani (SP), and Michael Andrea (MA). A quorum was determined based on the presence of these trustees.
Staff Present: Claire Morrissey (CM), Library Director, Joan Ready (JR), Library Treasurer, and Alice Ryan (AR), Friends of the Library, and Maria Valentino (MV), recording secretary.

EXCUSED ABSENCE FROM MEETING ATTENDANCE: Donald Syko (DS)

The meeting was called to order at 7:06pm by Michael Andrea, Board President
PUBLIC IN ATTENDANCE: None
PUBLIC COMMENT: None

MINUTES:
Motion to accept the minutes of the November 25, 2025 meeting, was made by KB, and seconded by LDD. SP abstained. Motion passed unanimously by the quorum of Trustees.

APPOINTMENT OF OFFICERS/BOARD OF TRUSTEES:

A motion to appoint Michael Andrea (MA) as President, was made by KB and seconded by DG. Motion passed unanimously by the quorum of Trustees.

A motion to appoint Lawrence Dan Danner (LDD) as Vice President, was made by KB and seconded by KL. Motion passed unanimously by the quorum of Trustees.

LIBRARY POLICIES – FINAL REVISIONS

CM advised that the following library policies were revised based on input of the Board of Directors. SP asked questions regarding patrons having an actual library card in order to use the Community Room. Board discussion ensued. The policies presented for approval are:

Blauvelt Free Library Collection Development
Community Bulletin Board
Library Staff Area Access
Open Meetings
Public Computer and Internet
The Meeting Room

A motion to approve the revised Library Polices was made by LHA,
and seconded by KL. Motion passed unanimously by the quorum of Trustees.

TREASURER'S REPORT:
JR presented the
Treasurer's report for November 2025. Board members asked questions regarding so me of the line items and JR explained in detail.

Motion to accept the November 2025 Treasurer's report was made by LDD, and secon ded by SP. Motion passed unanimously by the quorum of Trustees.

JR presented the Treasurer's report for December
2025. Board members asked questions regarding some of the
line items and JR explained in detail.

Motion to accept the December 2025 Treasurer's report was made by SP,
and seconded by LHA. Motion passed unanimously by the quorum of Trustees.

SP will distribute documents regarding the review of the 2026 budget request at the end of the meeting.

DIRECTOR'S REPORT:
CM reviewed monthly stats and issues to be addressed in
New Business, Old Business and General Maintenance/Operational
Items. MA advised that he noticed the programs are doing very well with more and more patrons attending. Board discussion ensued.

FRIENDS OF THE LIBRARY REPORT:

Report by Friends of Blauvelt Free Library delivered by AR. TJ expressed that she was pleased to see the next Blauvelt Community Yard Sale will be held the weekend of April 25th and 26th. KB will make sure they post this on the electronic sign. AR feels that advertising on social media is good, but encourages everyone to also do so by word of mouth. The BridgeMusik program jazz concert will be held on April 10, 2026. A trip to the NY Botanical Garden for Saturday, May 30, 2026 is still in the works; costs need to be finalized before making the commitment. Board discussion ensued. KB suggested that this trip be posted on the electronic sign as well.

OLD BUSINESS:

<u>2026 SOCSD Tax Funding/Orangetown Adopted 2026 Budget</u>
CM advised that the Library received a check from the
SOCSD on November 10, 2025 in the amount of $207,916.24 (the original amount was $208,000, but $83.76 was deducted due to small claims assessment refunds to eight

Blauvelt homeowners). The Orangetown 2026 Adopted Budget has been posted to the Town website. The Library will receive $692,968 funding from the Town by February 28, 2026.

Replacement Chairs/Table for Main Floor

CM advised that the furniture was delivered and set up on January 21, 2026. The total cost of the table and 5 chairs was $8,943.48 (the final invoice will be submitted when the order error is corrected due to the wrong fabric on the table and KI Furniture will replace it). CM advised that she was able to dispose of an old couch and other items/junk from downstairs.

NEW BUSINESS:

Update to Employee Manual for 2026

CM advised that she has an appointment with Devora Lindeman, Esq., to discuss retaining her as counsel to update the employee manual. CM will provide feedback and pricing at the next BOT meeting.

Trustee Training 2026

CM advised that Anita Bauman from RCLS sent a detailed email on January 14, 2026 to all the Trustees outlining the upcoming opportunities for training in 2026. CM reminded everyone to complete the required NYS Sexual Harassment Prevention Training in 2026. Links for these trainings were included in the email. Trustees can complete the 2-hour training credit requirement by using Niche Academy course catalog for Trustee Education. Emmanuel Pena will assist Trustees in setting up accounts, if needed. CM also reminded the Trustees to send her their certificates of completion. Board discussion ensued.

GENERAL MAINTENANCE/OPERATIONAL ITEMS:

CM reported that broken curtain rods and retention hooks in the community room have been replaced and shades were added to the community room windows; privacy locks have been replaced in 3 bathrooms; a round table that was in storage has been assembled and placed in the Behringer room to accommodate increased patron use of the room; Valentine Electric repaired an outside electric box and replaced bulbs in the Biography room, and tested the main entry door automatic opener; Mackenzie Doors is scheduled to repair the main entry door's automatic opening and handicap buttons that are not working; water was entering a window in the Teen Room in late December so Rockland Housewashing was called to look at the gutters. They found no blockage with the drains leading from the gutters. CM suggested we call a roofing person to have a look. Board discussion ensued. Due to the weather, ice is building up in the gutters, but should not be causing the water issue. CM will continue to monitor this.

MISCELLANEOUS:

Operational Issues

CM advised that ENGIE Resources, the electrical supplier, will provide current rates prior to our March, 2026 renewal, that will be reviewed at the February, 2026 BOT meeting.

ADJOURN MEETING:

A motion for adjournment of the Public meeting and go into Executive Session was made at 7:58 PM by KB and seconded by SP. Motion passed unanimously by a quorum of Trustees.

Next meeting is scheduled Tuesday, February 24, 2026 at 7:00 PM.