Board of Trustees
of the Blauvelt Free Library
March 2, 2026 (rescheduled
from February 24, 2026)

PRESENT: Kerry Beckmann (KB), Lawrence Dan Danner (LDD), Debbie Gallagher (DG), Lisa Honig-Andrea (LHA), Theona Jensen (TJ), Kathleen Lacker (KL), Sal Pagnani (SP), Donald Syko (DS), 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 Lynne Warshavsky (LW), Manager of Adult Programing, and Maria Valentino (MV), recording secretary.

EXCUSED ABSENCE FROM MEETING ATTENDANC: Alice Ryan (AR), Friends of the Library

The meeting was called to order at 6:06pm by Michael Andrea, Board President

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENT: None

MINUTES:

Motion to accept the minutes of the January 27, 2026 meeting, with amendments, was made by KB, and seconded by KL. Motion passed unanimously by the quorum of Trustees.

TREASURER'S REPORT:

JR presented the Treasurer's report for January 2026. Board members asked questions regarding some of the line items and JR explained in detail.

Motion to accept the January 2026 Treasurer's report was made by DG, and seconded by KL. Motion passed unanimously by the quorum of Trustees.

DIRECTOR'S REPORT:

CM reviewed monthly stats and issues addressed in New Business, Old Business and General Maintenance/Operational Items. The Trustees reviewed and will execute the 2026 Agreement between BFL and Town of Orangetown.

Motion to approve the 2026 Agreement between the BFL and Town of Orangetown was made by LHA and seconded by LDD. Motion passed unanimously by the quorum of Trustees.

Patrons borrowing items was up 20% from the prior year. LW advised that the adult programs continue to do very well and that our numbers are increasing consistently. Children's programs are also doing very well. Our notaries are still in high demand.

FRIENDS OF THE LIBRARY REPORT:

Report by Friends of Blauvelt Free Library delivered by LW for AR. LW has been working with AR. BridgeMusik will perform at the library on April 10, 2026 and registration is available online. The Blauvelt Community Yard Sale will be held on April 25th and 26th and participants must come into the library to register. The trip to the NY Botanical Garden is scheduled for May 30th and the bus cost will be covered by the Friends.

OLD BUSINESS:

2026 SOCSD Tax Funding/Orangetown Adopted 2026 Budget

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 received $692,968 funding from the Town of Orangetown in person on February 3rd and our Treasurer deposited the check. SP distributed the 2025 Full Year Budget Actuals and the 2026 Projected Adjusted Budget that he, JR and CM worked on. SP went over various line items in detail. Board discussion ensued.

Motion to approve the 2026 Budget as presented was made by KB and seconded by KL. Motion passed unanimously by the quorum of Trustees.

Replacement Chairs/Table for Main Floor

CM advised that the wrong fabric, which was on the round table originally delivered for the Behringer Room, was replaced by KI Furniture last week.

NEW BUSINESS:

Update to Employee Manual for 2026

CM advised Devora Lindeman, Esq. has been retained as employment counsel to update the BFL Employee Manual to be in compliance with current employment laws. This will be billed at a flat fee of $6,500; half to be paid upon signing the contract and half at the conclusion of the project. CM and Counsel will work on this and provide the board with a first draft at the March BOT meeting.

RCLS State Required Annual Report

CM advised that RCLS has retained DLD to manage the State required Annual Report.

Baker and Taylor, who previously managed the report for NYS libraries, went out of business at the end of 2025. There is no set date for the submission yet, which was traditionally February 28th. Training on the new software will be required. Some training has already been done. We have gathered data based on prior years reports in anticipation of the new report once we are given access and training to the new report.

Homebound Delivery Schedule

CM has advised that she has been working with the Dominican Sisters of Saint Dominic of Blauvelt to establish a homebound delivery schedule with them. A library card for the group to check out books either in person or via delivery has been created. CM is able to do the drop off and pick up for this community and is working with their program manager on the logistics. To date, we have donated fifty or so discarded books from our large print collection.

GENERAL MAINTENANCE:

CM reported that Mackenzie Doors replaced the burned-out motor on the main entry door- automatic opening and the handicap buttons are now working.

The elevator was out of service for a few hours on February 10th and was repaired by Champion Elevators.

There were areas of icing on the gutter drainpipes which will be addressed in the spring to determine the cause. Board discussion ensued.

CM will gather estimates to refinish the front door.

OPERATIONAL ISSUES

The electrical supplier, Engie Resources, has provided current rates for electricity delivery for our review; the current renewal date is March.

Our contract with Carlo Minuto Carting has been renewed for 3 years with no increase to the current $257.68 monthly rate.

MISCELLANEOUS:

Operational Issues

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

ADJOURN MEETING:

A motion for adjournment of the Public meeting and move into Executive Session was made at 7:00 PM by DS and seconded by DG. Motion passed unanimously by a quorum of Trustees.

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