

Goshen Public Library and Historical Society Board of Trustees
Regular Meeting
Minutes of July 11, 2022

I. Call to Order

The Regular Meeting of the Board of Trustees of the Goshen Public Library and Historical Society was called to order by President Meghan Boroden at 7:03 PM on July 11, 2022.

Attendance

Board Members Present: Meghan Boroden, James Tarvin, Robert Quinn, Bill Troy, and Catherine Gardner, Michelle Muller, Assistant Director, Jack Denman, Principal Accounts Clerk

II. Pledge of Allegiance

III. Acceptance of the Agenda

RESOLVED that the agenda be accepted as amended. Motion, Bill Troy. Second, Jim Tarvin. Approved (5-0-0)

IV. Privilege of the Floor – None.

V. Approval of the Minutes

1. RESOLVED that the minutes of the June 13th regular meeting, be approved. Motion, Bill Troy. Second, Jim Tarvin. Approved (5-0-0)
2. Minutes of the June 23rd special meeting tabled.

VI. Personnel Appointments (MM) - None

VII. Finances (Action Items):

There was a discussion to get more information about the procedure for establishing a reserve fund for future building improvements. The Board discussed setting aside the DLD funds for the generator project in the Orange Bank and Trust account, as the project would not be completed soon due to the estimated 70-week delay for the generator. Treasurer Linda Hannigan will be in attendance at the August meeting and these topics can be discussed with her then. In addition, the final 10 percent payment for other DLD grants has been received.

RESOLVED to accept the financial report. Motion, Robert Quinn. Second, Bill Troy. Approved (5-0-0)

VIII. Assistant Director's Report (MM)

See attached. There was a discussion about patron visits on Sundays in June. Throughout last month, there were between 20 - 30 visitors in children's area during the Sunday afternoon hours. Study rooms were also reserved.

The Goshen Library has a collaborative relationship with the schools. Library staff visited Scotchtown Avenue School grades K-2 to discuss the Summer Reading Program. The Goshen Public Library hosted grades 3, 4 and 5 in a tour of the library

and presentation of Summer resources and activities. It was reported that the community involvement in the Summer Program is almost at Pre-Covid participation levels. It was noted that the current numbers for programs are very good.

IX. Committee Reports

*Director Search Committee - Meghan Boroden

Applicants have been notified that interviews will be in a few weeks. Some applicants have been eliminated due to lack of managerial experience. July 30th is the latest deadline for submissions for potential candidates. The committee will meet the first week of August to review resumes and set up the first round of interviews soon after. Bill Troy asked that the Board have an opportunity to review the resumes prior to the interviews. The Board will be included in meeting the candidates during the second round of interviews. Grace Riario will be providing insight and support during this process.

There have been a few suggested edits to the job description for the Library Director. There was a discussion about ensuring that the new director fully understands all of the essential functions and responsibilities as Library Director by signing the job description document.

Motion to approve the Library Director Job Description, as amended, Jim Tarvin
Second, Bill Troy Approved (5-0-0)

The Board reviewed a document that outlined the director hours, paid holiday, and sick time.

*Physical Resources - Generator: Is estimated to arrive in 70 weeks

*Community Resources - No updates.

*Human Resources - No Updates

*Sunshine - Emily Collado - No Updates

*Friends - Bill Troy reported the book sale over the July 4th holiday weekend was very successful . \$1,300.00 dollars raised. Friends are hosting a thank you event for the Book Sale and Book Store volunteers in October. Meghan mentioned that other libraries recognize a Volunteer of the Year. Meghan suggested the Friends consider establishing an annual scholarship award for a graduating senior, as other Library Friends groups do. Jim suggested asking the Friends for financial support for a new storage unit.

*Junior Friends – Jim Tarvin - Open Mic - there was about 50 people, great response from the crowd

*By-Laws Committee – No updates.

X. New Business – None

XI. Old Business

1. The Memorial Dedications Policy draft was reviewed and tabled for further discussion when additional trustees are available to present their thoughts and opinions. Some trustees support a process for allowing members of the community to donate funds and dedicate benches and trees in memory of individuals. Bob Quinn expressed reservations about allowing memorial dedications on the Library building and property.
2. Personnel Policies draft – Meghan will contact Ben for status of his review for August meeting.

3. RCLS IT & ILS agreements – The final proposed agreements have been received. Michelle, Meghan and Bill met with Grace Riario, executive director of RCLS, and Stephen Hofer, fiscal officer of RCLS. The agreements take effect January 1, 2023 and must be signed by October 1, 2022. The Board will vote on the agreements at the August meeting. The Library is slated to have its IT fully supported with a cost of \$39,790. The ILS estimated cost is \$17,000. The final price is expected on or around August 1st. ILS is replacing the current ANSR agreement.
4. Community Input questionnaire draft – To be included in August packet for review.
5. Asking Ann if she needs a storage solution for historical items.
6. RW Schulz has sent Jack letters of engagement for Board approval. There is an increase in fees, following many years of stagnant fees.
7. Meghan has asked for Erica Gati's help developing a Remote Work policy. The goal is to have one for the Board to review for the August meeting.
8. Bob Quinn presented a book by author, Philip Dray, 'A Lynching at Port Jervis'. The author conducted research on the book with the help from Ann Roche. Bob will speak to Ann about arranging a library event with the author.
9. Goshen Art League prepared a mock up for hanging pieces on the wall in the main stairway and suggested additional art railings outside the Teen Room, inside the Teen Room, and upstairs leading to the Local History Room (above the water fountain). The Board must consider accepting from GAL the hooks and metal hanging devices or a different hanging system kit that is costlier. The Board has to discuss who will install the wood trim and associated cost.
10. There was a request for the Orange Blossoms to do a presentation under a tent on Library grounds on August 27th. The Board expressed support for their event.

XII. Privilege of the Floor – None

XIII. RESOLVED that the Board adjourn the meeting at 9:06 PM. Motion, Jim Tarvin.

Second, Bill Troy. Approved (5-0-0).

Next Scheduled Meeting August 8, 2022, at 7:00 PM.

Respectfully submitted: Catherine Gardner