

Goshen Public Library and Historical Society Board of Trustees
Regular Meeting
Minutes of October 10, 2022

I. Group Picture for Time Capsule

II. 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 7:01 PM on October 10, 2022.

Attendance:

Board Members Present: Meghan Boroden, James Tarvin, Robert Quinn, Bill Troy, Catherine Gardner, Emily Collado, Heather LaBruna. Also, in attendance, Michelle Muller, Assistant Director; Jack Denman, Principal Accounts Clerk; Mary Hoens, Clerk of the Board.

III. Pledge of Allegiance

IV. Review and Approve Agenda (Action Item)

RESOLVED that the agenda be accepted. Motion, Bill Troy. Second, Emily Collado. Approved (7-0-0).

V. Privilege of the Floor – None.

VI. Approval of the Minutes (Action Item)

1. **RESOLVED** that the minutes of the September 12, 2022, regular meeting, be approved. Motion, Bill Troy. Second, Emily Collado. Approved (7-0-0).

VII. Personnel Appointments (MM)

1. **RESOLVED** that the Board approve Misato Takemori as Substitute Librarian. Motion, Catherine Gardner. Second, Jim Tarvin. Approved (7-0-0).

VIII. Finances (Action Items)

1. Financial Report (JD): \$21,000.00 Under budget on the salary line and \$64,000.00 under budget overall for the first quarter of the fiscal year. The first tax check was received on Oct. 4th in the amount of \$560,339.30. Legoland PILOT payment received in the amount of \$15,116.81. Auditors have been delayed but are scheduled for Oct. 19th.
RESOLVED that the Board approve the Financial Report. Motion, Emily Collado. Second, Catherine Gardner. Approved (7-0-0).
2. Approval of Recurring Expenses (Action Item)
RESOLVED that the Board approve monthly payments of the recurring expenses. Motion, Bill Troy. Second, Jim Tarvin. Approved (7-0-0).

3. Warrant Schedule for September 2022 (Action Item)
4. **RESOLVED** that the Board approve the September 2022 Warrant Schedule. Motion, Bill Troy. Second, Bob Quinn. Approved (7-0-0).

IX. Assistant Director's Report (MM)

See attached. (5) Computers have been replaced, (2) more are scheduled for tomorrow. Tony Monaca working on the price difference for the replacement shrubs, which the Board will then vote to approve. Jim raised discussion regarding placement of the Minisink Monument in the lobby, further discussion needed. An estimate in the amount of \$15,573.00 for security cameras from P&N was received. The estimate includes 11 cameras, video, and installation which will be self-monitored. Michelle is waiting on two more quotes.

X. Department Reports – No comments

XI. Committee Reports

*Director Search Committee - Meghan Boroden

The add expires on Oct. 14th and (2) additional applicants to date. The committee is scheduled to meet next week.

*Physical Resources – MB will follow up on the tree slab.

*Community Resources - No updates.

*Human Resources - No Updates

*Sunshine - Emily Collado - No Updates

*Friends - Bill Troy: The Middletown and Goshen Trolley Lecture: attendance was low but was very well received. Next event is the Orange County Dairies and Associated Glass Bottles on Nov. 12th. Recordings of the talks have been posted on YouTube and the Friends Facebook page. Question was raised about requiring permission to post lecture recordings. Michelle will send Bill a template for speaker permission.

*Junior Friends – Jim Tarvin – Not showing Winter of the Witch this year. Planning on the book giveaway in December. Jim is still waiting on approval to show “One December Night” during the holidays.

*By-Laws Committee –No updates.

XII. New Business

1. Temporary expansion of carryover of vacation leave hours for 2022-2023. Due to staffing issues, employees were unable to use their accrued time off. Motion is tabled until the November meeting.
2. 2023 Library closings and Board meetings schedule (Action Item)
Due to staffing issues, it is recommended that library be closed on Sundays during the summer. Further discussion is critical for the next budget discussion. **RESOLVED** that the Board approve the 2023 Library closings and Board meeting schedule. Motion, Emily Collado. Second, Catherine Garner. Abstain, Jim Tarvin. Approved (6-0-1).
3. General Library Policy (Action Item)

RESOLVED that the Board adopt the General Library Policy. Motion, Jim Tarvin. Second, Bill Troy. Approved (7-0-0).

4. Circulation Policy (Action Item)

RESOLVED that the Board adopt the Circulation Policy as amended. Motion, Jim Tarvin. Second, Cathy Gardner. Approved (6-0-0).

5. 2023-2024 Budget Subcommittee: Formation of the subcommittee will take place in November, and they will meet in January.

XIII. Old Business

1. Memorial Dedications Policy: An email was sent out by Bill Troy for further reworking and the vote is tabled until the November meeting.
2. Personnel Policy: MB followed up with Ben Gailey and his review will be complete for the November meeting.
3. Strategic Plan – Tabled until new Director is in place.

XIV. Privilege of the Floor – None

XV. Adjournment (Action Item)

RESOLVED that the Board adjourn the meeting at 9:21PM. Motion, Cathy Gardner. Second, Heather LaBruna. Approved (6-0-0).

Next Scheduled Meeting November 14, 2022, at 7:00 PM.

Respectfully submitted: Mary Hoens, Clerk of the Board