

Goshen Public Library and Historical Society
Board of Trustees Meeting

Meeting Minutes of December 12, 2022

I. Call to Order

The regular Board meeting of the Board of Trustees of the Goshen Public Library and Historical Society was called to order by President Meghan Boroden at 7:00 p.m. on December 12, 2022

Attendance

Board Members Present: Bill Troy, Bob Quinn, Meghan Boroden, Emily Collado, Heather LaBruna, Catherine Gardner; Michelle Muller, assistant director; and Jack Denman, principal accounts clerk, Linda Hannigan, treasurer, and Justin Wood of Nugent & Haeussler, P.C.

Absent: Trustee Jim Tarvin and Mary Hoens, Clerk of the Board

II. Pledge of Allegiance

III. Review of Agenda:

Financial Report will be moved ahead of Minutes.

RESOLVED to approve as amended. Motion, Bill Troy, Second, Heather Labruna. Approved 6-0-0.

IV. Privilege of the Floor:

None.

V. Finances

Justin Wood gave a report of the financial audit conducted by Nugent & Haeussler. It was a very good report and a “clean opinion” was given. Mr. Wood complimented Jack Denman, Kathleen Welshoff and Linda Hannigan. There is a strong sense of checks and balances in the organization.

Linda Hannigan and Jack Denman reported. Linda Hannigan explained that the Real Property Taxes income line Year-to-Date includes the bond payment for the building in addition to the tax levy. Ninety percent of the tax levy has been received from the school district. A large PILOT check was also received. Trustees congratulated Linda and Jack on a successful audit.

1. RESOLVED to accept the financial report. Motion: Heather LaBruna, Second: Bob Quinn, 6-0-0
2. RESOLVED to accept the warrant schedule for November. Motion: Bob Quinn, Second: Heather Labruna, 6-0-0.

VI. Approval of Minutes -

1. RESOLVED that the minutes of the November 12 regular meeting be approved. Motion, Bob Quinn. Second, Bill Troy. Approved 6-0-0.
2. RESOLVED that the minutes of the December 1st special meeting be approved. Motion, Bob Quinn, Second, Bill Troy. Approved 6-0-0.

VII. Personnel Appointments- None.

VIII. Assistant Director's Report - Michelle Muller. See attached.

There was a discussion about employment categories.

About 50 patrons attended the hot chocolate party.

Trustees expressed concern about the maintenance contract and repair bills with CR Wolfe for the geothermal system. Trustees Bill Troy and Bob Quinn will reach out to the company.

Past Perfect – a Local History computer program – compatibility on new computers was discussed.

IX. Committee Reports

1. Director Search Committee: The public announcement of the Library Director appointment will take place after the New Year. Catherine Lemmer will be gifting holiday treats for the staff.
2. Physical Resources Committee: Generator project work is completed until the arrival of the generator itself.
3. Community Resources Committee: None.
4. Human Resources Committee: None.
5. Sunshine Committee: A cookie platter was ordered for the staff from the Board of Trustees. It will be delivered on December 19th.
6. Friends: We had our last lecture in November. We have two lectures lined up for the Spring and a third is being sought.
7. Junior Friends: This Saturday will be offering “One December Night” in the Community Room at 7 pm. The Friends will be serving some refreshments during the video.
8. Bylaws: None.
9. Historical Society Committee – Bob Quinn, Heather Labruna and Jim Tarvin are appointed.

X. New Business – None.

XI. Old Business-

1. Memorial Dedications Policy was renamed the “GIFTS POLICY.” An application form will be created. The Director would set the list of gifts. Application will be reviewed by the Director and approved by the Board. RESOLVED to approve as amended Motion: Bill Troy, Second: Catherine Gardner. Approved 6-0-0
2. Personnel Policies – Tabled
3. Strategic Plan – Tabled

XII. Collection Development Discussion-

Michelle Muller informed the Board about acquisition of materials for the Library’s collections. Children’s Department makes selections for Birth to 6th grade. School Library Journal, Kirkus and Penworthy are some of the resources used to determine which titles to order for the Library. The collection is weeded twice a year based on circulation. Staff looks for holes in topics and trends for determining future acquisitions. Michelle explained that staff looks at what is right for the community. It is important to provide books that are “windows and mirrors.” Book suggestions are accepted.

The Young Adult Department (grades 7/8 – college) follows a similar process. YA has a smaller budget and space is limited. Attention is paid to the school curriculums and there is a suggestion box.

Adult Services divides the collections by genre. It is important to add best sellers to the collection.

The Library does not typically purchase self-published materials.

The staff participates in training and attends conferences and is mindful of the diversity audits that are being conducted.

XIII. Adjournment (Action Item)

RESOLVED that the meeting be adjourned at 8:43 PM. Motion, Bob Quinn. Second, Emily Collado. Approved 6-0-0.

Next regular Board Meeting January 9, 2023

Respectfully submitted:
Catherine Gardner
Secretary