

Goshen Public Library and Historical Society
Board of Trustees Meeting

Meeting Minutes of January 9, 2023

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 7:10 p.m. on January 9, 2023

Attendance

Board Members Present: Bill Troy, Bob Quinn, Meghan Boroden, Heather LaBruna, Jim Tarvin, Catherine Gardner, also in attendance, Michelle Muller, assistant director, Jack Denman, principal accounts clerk, and Mary Hoens, Clerk of the Board.

Absent: Emily Collado.

II. Pledge of Allegiance

III. Review and Approve Agenda (Action Item):

RESOLVED to approve the agenda. Motion, Jim Tarvin, Second, Bob Quinn. Approved 5-0-0.

IV. Privilege of the Floor:

Norma Nuñez-Langlois: Thanked the board for the hiring of the new director. Proposed that signage be added to the grounds to protect the landscaping surrounding the library.

V. Approval of Minutes (Action Item):

Resolved that the minutes of December 12, 2022 (Regular Board Meeting) be approved. Motion, Bill Troy. Second, Bob Quinn. Approved 5-0-0.

VI. Personnel Appointments:

Resolved that the Board approve the appointment of Tess Ferguson as a Part-Time librarian. Motion, Bob Quinn. Second, Bill Troy. Approved 6-0-0.

VII. Finances

1. Financial Report – Jack Denman (Action Item): Linda Hannigan will schedule a meeting with the new director. Note that not all December bills are included in the report. The PILOT payment for Merlin was inadvertently doubled on the previous month's statement of activities and it is updated this month with the corrected figure. A discussion was had regarding the presentation of the real property taxes for the bond and the bond payments in the monthly statement of

activities. The questions will be resolved with Linda Hannigan, Treasurer. Resolved to accept the financial report. Motion, Cathy Gardner. Second, Jim Tarvin. Opposed, Bill Troy. (Approved 5-0-1).

2. Warrant Schedule for December 2022 (Action Item)

Resolved to accept the warrant schedule for December 2022. Motion, Bill Troy. Second, Bob Quinn. Approved 6-0-0.

3. Building Bond Debt Service Schedule (tabled).

4. Glen Arden lapsed PILOT payments: Bill Troy sent letters to Mr. Neuhaus and Mr. Skoufis as it has been 3 years without receiving a payment (\$18,000 is owed). He followed up with calls to both offices and still has not received a response.

5. Appropriation of General Fund Balance for generator project (Action Item):

Resolved to approve the appropriation of \$140,350.00 from the General Fund Balance for the generator project. Motion, Jim Tarvin. Second, Bill Troy. Approved 6-0-0.

6. 2023/2024 Budget Development: 2nd meeting has been held. Bill reported that the focus has been on the line items and expenses. Jack has provided benefit costs. Line items have been added for eBooks and the Strategic Plan. Several proposals have been made for an increase in the tax levy.

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

IX. Department Reports:

YA Programming: Michelle has reached out to ask what types of programming they would like to see, and most are interested in volunteering at the library. Parents would like to see CPR and babysitting training classes, which comes with costs of at least \$200.00.

X. Committee Reports

1. Director Search Committee: Will be dissolved as the new director will be coming in before Feb. 3rd. She plans on attending the next budget meeting. Michelle will bring her up to speed on all other matters.
2. Physical Resources Committee: Bob will reach out to CR Wolfe. Meghan emailed regarding the wood slab and will follow up with a phone call.
3. Community Resources Committee: None.
4. Human Resources Committee: None.
5. Sunshine Committee: None.
6. Friends: None.
7. Junior Friends: Showing of "One December Night", where the Junior Friends served hot cocoa, cookies, and candy canes. There were 15 guests in attendance, and it was a very well-run event.
8. Bylaws: None.
9. Historical Society Committee: See attached.

XI. New Business:

1. Annual Budget Vote & Trustee Election: Bill and Cathy's seats is up for re-election. Discussed putting out a press release to announce the possible vacancies.

XII. Old Business-

1. Personnel Policies Policy: Tabled.
2. Strategic Plan: Tabled.

XIII. Executive Session: (for the purposes of discussing the employment history of particular individuals).

Resolved that the Board enter Executive Session at 8:15pm for the purposes of discussing the employment history of particular individuals. Motion, Cathy Gardner. Second, Bill Troy. Approved 6-0-0.

Resolved that the Board exit the Executive Session at 8:59pm. Motion, Jim Tarvin. Second, Bill Troy. Approved 6-0-0.

Resolved that the Board approve the Full-time at Reduced Hours adjustment for Michelle Muller and Kathlynn Ruberte-Smith, as presented. Motion, Bob Quinn. Second, Jim Tarvin. Approved 6-0-0.

XIV. Adjournment (Action Item)

RESOLVED that the meeting be adjourned at 9:02 PM. Motion, Bill Troy. Second, Cathy Gardner. Approved 6-0-0.

Next regular Board Meeting February 13, 2023

Respectfully submitted:

Mary C. Hoens
Clerk of the Board