

Goshen Public Library and Historical Society
Board of Trustees Meeting

Regular Meeting Minutes of April 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 Bill Troy at 7:00 p.m. on April 11, 2022.

Attendance

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

II. Pledge of Allegiance

III. Acceptance of the Agenda

RESOLVED that the agenda be accepted as amended. Motion, Meghan Boroden. Second, Catherine Gardner. Approved (7-0-0)

IV. Privilege of the Floor – None.

V. Approval of the Minutes

RESOLVED that the minutes of the March 14, 2022, regular meeting, be approved. Motion, Meghan Boroden. Second, Emily Collado. Approved (7-0-0)

RESOLVED that the minutes of the March 21, 2022, special meeting, be approved. Motion, Meghan Boroden. Second, Emily Collado. Approved (7-0-0)

VI. Personnel Appointments (MM) - None

VII. Finances (Action Items):

1. Financial Report (JD): Year to date \$17,000 under budget. Last tax levy check in the amount of \$219,286.00 received on April 1.
2. Reserve Fund (JD)
3. Financial auditor selection (JD): There will be no additional charges for an audit that meets government auditing standards. The letter of engagement will be updated by Nugent and Haeussler with the government audit standards verbiage.

RESOLVED that the Board contract with Nugent and Haeussler according to government standards. Motion, Meghan Boroden. Second, James Tarvin. Approved (7-0-0)

RESOLVED that the Board initiate the TAN in the amount of \$450,000.00. Motion, James Tarvin. Second, Bob Quinn. Approved (7-0-0)

4. Glen Arden PILOT payments – BT will follow up with Dr. Kurtis Kotes.

RESOLVED that the Board approve the financial report. Motion, Meghan Boroden. Second, Bob Quinn. Approved (7-0-0)

VIII. Assistant Director's Report (MM) see attached.

A staff meeting was held, and the IT audit was discussed. More financial information is needed to extend library hours on Sundays.

IX. Committee Reports

*Physical Resources

1. Historic wood carving: Meghan Boroden will be the new point of contact.
2. Generator bids: see Assistant Director's report.
3. Shed – discussion has been tabled.

*Community Resources – no updates.

*Human Resources – Personnel Policy document under legal review.

*Sunshine - Emily Collado

\$20 collection – Heather and Catherine will contribute at the next scheduled meeting.

*Friends and Junior Friends - James Tarvin

Junior Friends – planning an open mic night, but the focus will be growing up in Goshen. Another event in the working stage is an archaeological dig on the property. Both Friends and Junior Friends are holding monthly meetings.

X. New Business

1. Computer Use and Internet/Wireless Policy – MM (Action Item)

RESOLVED that the Board adopt the Internet and Wireless Policy. Motion, Bob Quinn. Second, Catherine Gardner. Approved (7-0-0)

2. RCLS proposal for IT system overhaul – BT (Action Item)

RESOLVED that the Board accept the RCLS IT Proposal. Motion, James Tarvin. Second, Catherine Gardner. Approved (7-0-0)

3. Election Update - MH

Election day was smooth. We will need a new chief inspector next year and will need further discussion about polling hours.

4. Funds transfer – Building Repairs/Equipment – MB (Action Item)

RESOLVED that the Board approve the transfer of \$10,000.00 from budget line-item Building Equipment to budget line-item Building Repairs. Motion, Meghan Boroden. Second, Emily Collado. Approved (7-0-0)

5. Reorganizational Resolutions – MB (Action Item)

- a. Designation of official banks:

RESOLVED that library funds be deposited in one of the following banks: Key Bank, Orange Bank and Trust Company, and M&T Bank.

- b. Designation of official newspapers:

RESOLVED that the newspapers of record are Goshen Independent and The Chronicle.

c. Designation of official meeting day and time:

RESOLVED that the regular monthly meetings of the Board of Trustees will be held on the second Monday of each month at 7:00 p.m.

d. Appointment of Attorneys:

RESOLVED that the Library use the resources of the law firm of Jacobowitz and Gubitz, LLP Attorney Ben Gailey as primary legal counsel for library matters and for instances in relation to the Goshen Central School District.

RESOLVED that the Library use the resources of Norton & Christensen Law Offices, 60 Erie Street, Goshen, as back-up to Ben Gailey, GPL&HS Attorney, where specialized legal expertise is needed.

RESOLVED that the Library use the resources of Attorney Robert Fink as an alternative to the above-mentioned attorneys when appropriate.

e. Appointment of Accountant/Treasurer:

RESOLVED that the library appoint Linda Hannigan (RW Schultz, CPA) to be Library Treasurer.

f. **RESOLVED** that the library appoint RW Schultz CPA for accounting services. Motion, Meghan Boroden. Second, Emily Collado. Approved (7-0-0).

6. Appointment of Secretary Pro Tem – BT (Action Item)

RESOLVED that the Board appoint Emily Collado as Secretary Pro Tem for this meeting. Motion, Bill Troy. Second, Bob Quinn. Approved (7-0-0).

7. Officer Nominations – JT (Action Item) Moved to after executive session.

XI. Old Business

1. Personnel Policies draft: Review being done by Ben Gailey.

XII. Privilege of the Floor: None.

XIII. Executive Session: (Action Item)

RESOLVED that the Board enter Executive Session at 8:19pm for the purpose of personnel discussion of a particular individual. Motion, Emily Collado. Second, Bob Quinn. Approved (7-0-0).

RESOLVED that the Board exit Executive Session at 8:44pm. Motion, Meghan Boroden. Second, Bob Quinn. No action was taken during the Executive Session.

Officer Nominations – JT (Action Item)

Slate of Officers:

President – Meghan Boroden

Vice President – Bill Troy
Auditor of the Bills – Bob Quinn
Secretary – Catherine Gardner
Single vote cast by Secretary Pro Tem Emily Collado.

XIV. Adjournment (Action Item)

RESOLVED that the meeting be adjourned at 8:47pm. Motion, Meghan Boroden. Second, Catherine Gardner. Approved (7-0-0)

Next Scheduled Meeting May 9, 2022, at 7:00 p.m.

Respectfully submitted:

Mary C. Hoens

Clerk of the Board of Trustees