

**Goshen Public Library and Historical Society  
Board of Trustees Meeting**

**Minutes of August 10, 2020**

**Call to order**

The Regular Meeting of the Board of Trustees of the Goshen Public Library and Historical Society was called to order at 7:35 p.m. on August 10, 2020 via Zoom Video Conference.

**Attendance**

Six members of the Board were present: Meghan Boroden (MB), Bernie Marone (BM), Norma Nunez-Langlois (NNL), Jim Tarvin (JT), and Bill Troy (BT) and Emily Collado (EC). Also, present: Matt Gomm (MG) - Director, Jack Denman (JD) – Principal Accounts Clerk.

**Acceptance of Agenda**

**RESOLVED** that the agenda is accepted with the following additions, motion, Norma Nunez-Langlois (NNL). Second, Jim Tarvin (JT). Approved (5-0-0):

1. MB – Illuminate Goshen request.
2. BT – Physical Resources #6 – Installation of building signs
3. JT – Community room use
4. MG – DLD Application.

**Privilege of the Floor**

No public participants.

**Executive Session**

**RESOLVED** that the Board entered executive session for the purpose of discussing personnel matters. Motion, BM. Second, NNL. Approved 5-0-0. Matt Gomm and Jack Denman will not participate.

**RESOLVED** motion to exit Executive Session, Motion BM. Second, NNL. Approved 5-0-0.

**Approval of Minutes**

**RESOLVED** that the minutes of the July 13, 2020 meeting be approved with the following amendments, Motion, MB. Second, NNL. Approved 5-0-0

1. New Business, Resolutions, D. Appointment of Attorneys: Ben Gailey is the primary legal counsel for library matters.
2. Committee Reports, Friends: It was decided to go ahead with the Big Band Concert and Ice Cream Social, sans ice cream, contingent on local approval but we did not receive the necessary approval. As a result, this event will be cancelled.
3. Continuing Business: The Board will go ahead on two monthly TruGreen contracts and the decision on the third contract for the fall has been deferred, to be discussed at the August 10, 2020 Board meeting under New Business.
4. Presentation and Election of Slate of Officers: Full names should be presented in the Slate of Officers.

**Treasurer's Report** Presented by Jack Denman

As of July 31, 2020, the total in the general fund was \$121,000, with \$58,000 in checks that have gone out. The TAN check in the amount of \$418,000 is due to arrive and will be deposited on Friday, August 14, 2020. The salary line is \$10,604 under budget as July was a 3 week pay period month. The O&R bill has been consistent at \$2000 per month. There has been no activity in the Capital Budget account and the balance is \$6500. Multiple checks that total \$20,000 have been sent to RCLS, JD will follow up on the details of those expenses from the last 30 to 45 days.

Membership Renewals: Even though it is important to support the institutions that we purchase yearly passes for, many are closed, and our patrons are unable to benefit from the passes. It was agreed to suspend the purchase of these passes for 2020.

Formatting: The profit and loss pages needs to be changed from ledger size to letter size.

Clarification on checks:

1. HR Direct – Signage and posters in the breakroom regarding minimum wage, state and federal workplace regulations and harassment policy which is paid on a yearly basis.
2. Open Systems – Logical side of the fire suppression system, which is part of the alarm system.
3. HHNM – Hudson Highlands Nature Museum yearly pass.

**RESOLVED** that the Board accepts the Treasurer’s report, Motion NNL, Second MB. Approved 5-0-0.

### **Director’s Report**

The first week of reopening saw 320 visitors come through the door, which does not include window pick up. The library closed at 1:00 pm on August 4, 2020 due to the forecasted impact of Hurricane Isaias. Metro Sound will be installing two monitors on Wednesday morning, August 12, 2020 at 8:45am. The reimbursement due to the Capital Account from CFOS has not yet been received. The DLD grant: The library has chosen a generator and will have CR Wolfe run some scenarios this week to determine the expense. The deadline is September 1<sup>st</sup> to ascertain the cost of the project and if the funds are available. A major benefit of a generator would be the ability for library patrons to obtain internet access in the parking lot and outdoors during a power outage.

Stage Four of library opening was initiated on August 3<sup>rd</sup> and everything is going well. Patrons are compliant and happy to be back in the library. Patrons are also still taking advantage of the window side pickup service. The daily midday closure of the library serves the purpose of preparation by the circulation department for the next shift as well as cleaning and sanitizing.

The downed tree limb was disposed of and the town continues to do a good job mowing and maintaining the lawn.

### **Committee Reports**

#### Physical Resources:

- A. Standback Punch List: most items have been addressed and Jeff is going to put a document together with remaining items and items that they will not be doing. Robert needs to be contacted for exit door and locks. BM is going through all items from Lisa’s list and there are no issues, they have stated everything is complete on their end. Lisa needs to sign off as the lead architect, to be done in the next three weeks. A bill for final payment is being held until all is complete.
- B. Malum Punchlist: John Stramiello is still gathering his subcontractors to put together the punch list.
- C. Water Tanks leakage status: It would appear all leakage has stopped as per measurements by Jay Samuelson. Standback will do the backfilling of the hole and cut a 3ft. trench from the current hole toward the sign for Malum to connect the electrical conduit, which is scheduled for tomorrow, August 11<sup>th</sup>. BM will be in contact with SRI and Scott at the DPW to finalize a date to monitor the refilling from the main.
- D. Certificate of Occupancy: Waiting for the lead architect to sign off on the master punch list, BM will follow up with Lisa to review.

Community Resources: No updates from Emily Collado.

Human Resources: No updates.

Sunshine Committee: There are 2 retirees and Emily Collado will purchase gifts. Discussion on how to handle farewells and the use of outdoor space could be a possibility in the future.

Friends: No updates.

Junior Friends: No updates.

### **New Business**

- A. Committee Assignments:
  1. Physical Resources: Bernie Marone, Norma Nunez-Langlois and Jim Tarvin
  2. Community Resources: Meghan Boroden and Emily Collado
  3. Human Resources: Emily Collado, Norma Nunez-Langlois and Bernie Marone
  4. Sunshine Committee: Emily Collado
  5. Friends: Jim Tarvin
  6. Junior Friends: Jim Tarvin
    - Each committee will report to Bill Troy their chosen committee chair at the next meeting.
    - The formation of a Bylaws and Policy Committee will be discussed at a later meeting.
- B. Election Expense: Bernie Marone had a phone call with Jason Pucci and documentation will be sent over stating that library will be responsible for 10% (\$5000.00) of the total, \$50,000.
 

**RESOLVED** that the library approve up to \$5000.00 to be paid to the Goshen Central School District for election expenses, Motion, JT. Second MB. Approved (6-0-0).
- C. TruGreen Fall Contract:

**RESOLVED** that the Board will approve the third contract with TruGreen for aeration and seeding of the property in the amount of \$1350.00. Motion, MB. Second, EC. Approved (6-0-0).

D. Other:

1. Use of the Pomares Community Room for special needs/homeschooling due to lack of technology. Logistical issues, new protocols and supervision are some of the many issues that would need to be managed and will be discussed as the district moves forward with their reopening plans.
2. DLD Application: Assurance to RCLS to begin and follow through on the project of generator and installation, application and accompanying documents for public library construction aid to be administered in accordance with the requirements of Education Law 273-a and Commissioner's Regulations 90.12, read by Bill Troy.  
**RESOLVED** to adopt the DLD application for the generator, Motion NNL. Second, JT. Approved (6-0-0).
3. Illuminate Goshen: Request of the library to hang "Racism Is Not Tolerated Here" banner on the fence along 207. It was determined that Illuminate Goshen should continue working with Village of Goshen about the possibility to hang the banner on their portion of the fence. Meghan Boroden will follow up with Illuminate Goshen.

**Continuing Business** n/a

**Privilege of the Floor**

No public comments

**Adjournment**

**RESOLVED** that the meeting be adjourned at 9:45 p.m. Motion, NNL. Second, BM. Approved (6-0-0)

**Next scheduled meeting: September 14, 2020 at 7:30pm**

Respectfully submitted,

Mary Hoens  
Clerk of the Board of Trustees