

Goshen Public Library and Historical Society Board of Trustees
Regular Meeting
Minutes of August 8, 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 Meghan Boroden at 7:03 PM on August 8, 2022.

Attendance

Board Members Present: Meghan Boroden, James Tarvin (via Zoom), Robert Quinn, Bill Troy, Catherine Gardner, Emily Collado. Also, in attendance, Michelle Muller, Assistant Director; Jack Denman, Principal Accounts Clerk; Linda Hannigan, Treasurer, and Mary Hoens, Clerk of the Board.

Absent: Heather LaBruna

II. Pledge of Allegiance

III. Review and Approve

RESOLVED that the agenda be accepted. Motion, Emily Collado. Second, Bill Troy. Approved (6-0-0).

IV. Privilege of the Floor – None.

V. Approval of the Minutes

1. RESOLVED that the minutes of the June 23rd special meeting, be approved. Motion, Bob Quinn. Second, Bill Troy. Approved (6-0-0).
2. RESOLVED that the minutes of the July 11th regular meeting, be approved as amended. Motion, Bill Troy. Second, Cathy Gardner. Approved (6-0-0).

VI. Personnel Appointments (MM) - None

VII. Finances (Action Items)

1. Financial Report: Jack Denman and Linda Hannigan (Treasurer): Jack Denman has provided requested materials to the auditors, in preparation for the scheduled audit. There will be more requests. Linda Hannigan is working on a list of fixed assets. She discussed the use of an actuary for a calculation of post-employment benefits. Linda Hannigan suggested a budget line transfer for the overage on the salaries/wages line for fiscal year 2021-2022. Discussion continued regarding the establishment of a reserve fund for future improvements and repairs to the building. Linda Hannigan explained the use of a permissive referendum.

RESOLVED that the Board approve the utilization of funds in the amount of \$43,500 from the fund balance for the Salaries and Wages budget line for fiscal year 2021-2022. Motion, Bob Quinn. Second, Cathy Gardner. Opposed, Bill Troy. Approved (5-1-0).

RESOLVED to accept the financial report. Motion, Bill Troy. Second, Bob Quinn. Approved (6-0-0)

2. RW Schultz Letters of Engagement (Action Item)
 - a. RESOLVED that the board approve the continuation of accounting services by RW Schultz in the amount of \$650 per month. Motion, Bill Troy. Second, Bob Quinn. Approved (6-0-0).
 - b. RESOLVED to approve Linda Hannigan as Treasurer for the fee of \$250 per quarter. Motion, Bob Quinn. Second, Emily Collado. Approved (6-0-0).
 - c. Linda Hannigan recited her annual oath of office as Treasurer.

VIII. Assistant Director's Report (MM)

See attached. Issues have arisen with the water fountains because of their installation. Kathleen Welshoff is working on remedying the situation. Fire drills and active shooter drills will take place on a future date. There was also discussion on whether security cameras could be part of a future DLD grant submission.

IX. Department Reports – No comments

X. Committee Reports

*Director Search Committee - Meghan Boroden

The committee met on Aug. 1st as the deadline to apply was July 31st. A discussion was had on the interview process for applicants selected for interviews.

*Physical Resources - No updates.

*Community Resources - No updates.

*Human Resources - No Updates

*Sunshine - Emily Collado - No Updates

*Friends - Bill Troy

*Junior Friends – Jim Tarvin –They held a recruitment pizza party and seven new members joined. The Junior Friends is looking forward to the Big Band Concert and ice cream social.

*By-Laws Committee –No updates.

XI. New Business

1. Community Survey Draft – tabled.
2. GAL Proposal – tabled
3. Remote Work Policy (Action Item) Question regarding liability and worker's compensation portion.
RESOLVED that the Board adopt the Remote Work Policy. Motion, Emily Collado. Second, Cathy Gardner. Approved (6-0-0).
4. Suspension of Library Services (Action Item)
RESOLVED that the Board adopt the Suspension of Library Services, as amended. Motion, Emily Collado. Second, Cathy Gardner. Approved (6-0-0).

XII. Old Business

1. The Memorial Dedications Policy – tabled.

2. Personnel Policies draft – legal review.

3. RCLS IT & ILS agreements (Action Item)

RESOLVED that the board approve the 2023 RCLS IT agreement in the amount of \$39,378 and the ILS agreement in the amount of \$15,990. Motion, Bill Troy. Second, Bob Quinn. Approved (6-0-0).

XIII. Executive Session

RESOLVED to enter executive session at 9:10 PM to discuss a particular employee. Motion, Cathy Gardner. Second, Bill Troy. Approved (6-0-0).

RESOLVED to exit executive session at 9:45 PM. No action was taken. Motion, Bill Troy. Second, Cathy Gardner. Approved (6-0-0).

XIV. Privilege of the Floor – None

XV. RESOLVED that the Board adjourn the meeting at 9:45PM. Motion, Bob Quinn. Second, Cathy Gardner. Approved (6-0-0).

Next Scheduled Meeting September 12, 2022, at 7:00 PM.

Respectfully submitted: Mary Hoens, Clerk of the Board