

Goshen Public Library and Historical Society
Board of Trustees Meeting

Minutes of December 13, 2021

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 7:30 p.m. on December 13, 2021.

Attendance

Board Members Present: Bill Troy, James Tarvin, Robert Quinn, Norma Nuñez-Langlois, and Meghan Boroden. Also in attendance Matthew Gomm, Director and Mary Hoens, Clerk of the Board.

Absent: Emily Collado, Catherine Gardner, and Jack Denman, Principal Accounts Clerk

II. Pledge of Allegiance

III. Acceptance of the Agenda

RESOLVED that the agenda be accepted as amended. Motion, Norma Nuñez-Langlois. Second, Meghan Boroden. Approved (5-0-0)

IV. Privilege of the Floor - No public comments

V. Approval of the Minutes

RESOLVED that the minutes of the November 8th, 2021, regular meeting, be approved. Motion, Norma Nuñez-Langlois, Second, Robert Quinn. Approved (5-0-0)

RESOLVED that the minutes of the November 23rd, 2021, work session, be approved. Motion, Meghan Boroden, Second, James Tarvin. Approved (5-0-0)

VI. Finances (Action Items): Presented by Matt Gomm

Year to date the budget is \$14,000.00 under budget with a \$350,000.00 fund balance. Questions were brought up regarding the Personnel line and Jack will provide more details on the salary lines. It was mentioned that GPL&HS is one of the most active libraries in the RCLS system with the most programming. JD will compile a list of all building service vendors that we have contracts, i.e., C.R. Wolfe. Director Gomm reported that Gus will take over the deep cleaning of the library floors instead of continuing with Vanguard on a trial basis for one year. Vanguard will serve as back up when Gus is out sick and on vacation. The Pilot payment from Glen Arden still has not been received. MG will follow up with the school district about the chain of command.

RESOLVED that the Board accept the Treasurer's Report. Motion, Meghan Boroden. Second, Norma Nuñez-Langlois. Approved (5-0-0).

New Employee Benefits contributions: An email from JD was sent on November 10th and no questions were raised.

Selection of Auditor: JD contacted 3 CPA's. Contract was received from Nugent & Haeussler, and MG will send to our attorney for review, then to Board for approval.

VII. Director's Report Presented by Matthew Gomm

Long range plan: MG will start with a survey, list of programs, what the community wants to see. The Ad Hoc committee will meet in January.

Elevator: Kathleen has documented all issues and will contact the manufacturer (MG will follow up and report on price for Platinum service plan).

MG will follow up on residency and library card issue with the town. Meeting with the superintendent will be scheduled after the holidays.

Landscaping: grasses and lavender needs to be pruned (MG will follow up with Steve Esposito and Mark Gargiulo).

Narcan training: MG will report on details of the training.

VIII. Committee Reports

*Physical Resources – see report presented by Norma Nuñez-Langlois

Historic wood carving and other uses of tree wood: The Board agrees that the exhibit should be mounted on the wall with perhaps 20-year increments. The staff can set up a display of significant dates and patrons would be able to find the corresponding ring on the tree. NNL will set up a meeting in January with Sal.

Name on 203 Main Street building: Waiting to hear back, JT will follow up in early spring.

Generator bid process: MG: The generator will be able to power the building, however in high summer and high winter, the elevator may need to be shut down.

Acquisition of storage shed: The committee will visit Grey's Shed for hard numbers and get design ideas that will compliment the building. DLD grant – may not cover the cost of the shed. Kathleen will look into whether permits are required.

*Community Resources – Meghan Boroden

MB raised the issue that our programming is not always listed on community calendars and suggested we list our events on www.route94.com. MB is also following the IDA and the new hotel and warehouse construction for possible future Pilots.

*Human Resources - Robert Quinn, Emily Collado, Norma Nuñez-Langlois

Hard copies of the personnel policies will be distributed, and the vote is deferred until the January meeting.

*Sunshine - Emily Collado

\$20.00 dues to be collected in January. Coffee and cookies for staff on December 21st.

*Friends and Junior Friends - James Tarvin

Book distribution during the tree lighting was well received and there is a picture on Facebook. "One December Night": JT is waiting to hear back from Hallmark.

*By-Laws Committee - Meghan, Emily, and Bob

MB will send out with edits for all to look over. Erica can be contacted if anyone wishes to receive a hard cop. A work session on January 24th at 7:30pm is scheduled.

IX. New Business

1. 2022 Election/Levy Date (Action Item): Calendar will be distributed, and vote deferred until January meeting.
2. 2022 Holiday/Meeting Dates (Action Item): Discussion of meeting start time a half hour earlier and cost for opening on Sundays in the summer. Vote deferred until the January meeting.
3. Updated Personnel Policy Adoption (Action Item): Vote deferred until the January meeting.
4. Timeline for Board Activities – Suggestions were made.
5. Status of MG evaluation (MB/MG): MG will send his response and there will be a 6 month follow up.
6. Budget Committee formation (BT): Budget committee, Bill Troy, Meghan Boroden, and Bob Quinn. A meeting is scheduled. BQ proposed a budget line for the historical society which will be discussed.
7. Spending Approvals: NNL will follow up with other libraries. MG will follow up with JD about recurring and non-recurring bills and purchases.

X. Old Business

XI. Privilege of the Floor No public comments

XII. Adjournment (Action Item)

RESOLVED that the meeting be adjourned at 9:30 p.m. Motion, Norma Nuñez-Langlois Second Meghan Boroden. Approved (5-0-0)

Next Scheduled Meeting January 10, 2021 at 7:30 p.m.

Respectfully submitted:

Mary C. Hoens

Clerk of the Board of Trustees