

Goshen Public Library and Historical Society
Board of Trustees Meeting

Minutes of June 8, 2020

Regular Meeting

Call to order

The regular meeting of the Board of Trustees of the Goshen Public Library and Historical Society was called to order at 7:38pm on June 8, 2020 by a Zoom conference call which was recorded. The Presiding officer was Bernard Marone.

Present

Five members of the Board were present: Bernard Marone, Norma Nunez-Langlois, Bill Troy, James Tarvin, and Stace Maude. These members constitute a quorum. Also present, Director Matt Gomm, and Principal Account Clerk Jack Denman.

Absent Meghan Boroden, Emily Collado

Acceptance of Agenda Motion, James Tarvin, second, Stace Maude, and Approved (5-0-0).

Pledge of Allegiance

Privilege of the Floor none.

Approval of Minutes

- A. May 11th, 2020 Regular Meeting Minutes
RESOLVED to accept Approval of Minutes item A. Motion, Norma Nunez-Langlois, second, Bill Troy, and Approved (5-0-0).
- B. May 15th, 2020 Work Session Meeting Minutes
RESOLVED to accept Approval of Minutes item B. Motion, James Tarvin, second, Bill Troy, and Approved (5-0-0).
- C. June 1st, 2020 Work Session Meeting Minutes
RESOLVED to accept Approval of Minutes item C. Motion, James Tarvin, second, Norma Nunez-Langlois, and Approved (5-0-0).

Treasurer's Report

Jack Denman reported that payroll continues to be under budget; library materials and books deposits are still to be entered; and that the TAN is to come in mid to late July.

General Fund Balance as of May 31st, 2020 \$431,849.46

Capital Fund as of May 31st, 2020 \$40,752.07

The Board discussed the process of checks being issued from the Capital Fund and General Fund Balance.

The Board discussed applying for PPP.

RESOLVED to approve to not complete the application for PPP.

Motion, James Tarvin, second Norma Nunez-Langlois, and Approved (5-0-0).

Director's Report

Director Matt Gomm reported on General Information & Personnel as follows:

"Head of Reference, Christine Mahr, is retiring effective June 25th.

PT Circulation Clerk, Sally Sopalsky, has resigned.

PT Children's Librarian, Virginia Nasser, has resigned.

Amina Chaudhri has been re-hired as a PT Librarian I effective May 15th.

Department Heads/Supervisors/Network Administrators have been preparing the building for staff to return to work June 8th when RCLS resumes limited inter-library loan materials delivery. Preparation included the development of post Covid-19 policies and procedures; the purchase of PPE; tutorials on the appropriate use of PPE; addition of plexiglass 'germ' guards to public desks; social distancing signage and floor decals; setting up of community room for quarantining of materials; reconfiguring furniture arrangement to facilitate distancing, etc.

Matt Gomm has a meeting with Connor Smith on Monday to discuss a price on landscape watering.

UPS, Post Office, FedEx, Newspapers, etc. were contacted to resume delivery to the building.

Staff continues to attend webinars on a range of topics.

Matt Gomm shared an email sent to staff outlining the reopening strategy.

Fox Hollow gave prices on watering the plantings \$500 per week. The Norway Maples for fertilization, aeration, and prune \$2,500. The Norway Spruce by the pumphouse has mites and treatment cost would be \$200. Fox Hollow will send an official bid.”

The Board discussed the landscape. Matt Gomm will contact Civil Service to inquire about hiring someone to water the plantings, and Vanguard for outside maintenance.

The Board discussed their concern of staff resigning due to health risks. Matt Gomm expected this and staff are happy to be back at the library on June 22nd.

Committee Reports

Physical Resources- Bill Troy reported to the Board that the sitting wall has been completed. It was inspected by Bernie and himself and there are some small spots that need attention. The mason will come back to remediate.

The Lights were installed but the cement is not holding; a reapplication needs to be done.

Water tanks have had a small limited amount of water loss. Standback will come in this week and look at the valve.

Joint Recreation has been mowing and weed wacking. The Board discussed two bids that came in for lawn maintenance.

RESOLVED to approve pending legal review by Ben Gailey, TRUGREEN bid for fertilization and weed control \$973.16 and Insect and disease spray for \$570.94. Motion, James Tarvin, second, Bill Troy, and Approved (4-1-0) Norma Nunez- Langlois opposed.

The new entrance sign has been installed with a recommended 6” gap from the ground and white plastic sheathing to protect it from weed wacking. Plantings and mulch will be placed.

Norma Nunez- Langlois pointed out on the original plans had landscaping there. Bill Troy will speak with John Stramiello.

The Board discussed the barriers around the retention ponds.

Community Resources- Matt Gomm and team are updating the website; and Norma Nunez- Langlois letter was printed in the Goshen Indy.

Human Resources- none.

Sunshine Committee- none.

Friends- James Tarvin reported that people have been dropping off books. Matt Gomm has put out a statement about incoming donations to please do not drop them off because they would have to discard them.

The Band Concert for August could possibly be held on the terrace with plenty of room for people to socially distance on the lawn. The Board will wait and see what happens with regulations. James Tarvin will check with the band on when we they can give notice to schedule the event.

Junior Friends- none.

New Business

- A. Official Appointment of Nominating Committee
Bernard Marone formally appointed Norma Nunez-Langlois and James Tarvin to provide a slate of officers at the July Meeting.
- B. Approval of CR Wolfe Contract
RESOLVED to approve New Business item B. Motion, James Tarvin, second, Bill Troy, and Approved (5-0-0).
- C. Approval of SRI Contract
Bernard Marone will contact Ben Gailey about review of contract.
- D. Approval of Engineering & Surveying Properties Invoice 14124 in the amount of \$2,471.75
- E. Approval of Enginnering& Surveying Properties Invoice 14125 in the amount of \$1,080
RESOLVED to approve New Business item D and item E. Motion, James Tarvin, second, Norma Nunez-Langlois, and Approved (5-0-0).

The Board discussed surveying markers of the library property line.

- F. Post Covid-19 Code of Conduct update for staff.
RESOLVED to approve New Business item F. Motion, James Tarvin, second, Norma Nunez-Langlois, and Approved (5-0-0).
- G. Suspension of overdue fines through 1/3/2021
The Board discussed the impact on timely returns.
RESOLVED to approve new Business item H. Motion, Norma Nunez-Langlois, second, James Tarvin, and Approved (5-0-0).

H. Other- none.

Continuing Business

- A. Election Update
The School District will count the Library vote. Mail in ballots extended to June 16th.
- B. Other- none.

Privilege of the floor- none.

Adjournment

RESOLVED that the meeting be adjourned at 10:06pm. Motion, Bill Troy, second, Norma Nunez-Langlois, and Approved (5-0-0).

Respectfully submitted by,

Rachel Losee

Next Scheduled meeting: July 13th, 2020 at 7:30pm by video conference.