

Goshen Public Library and Historical Society  
Board of Trustees Meeting

Minutes of March 14, 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 7:04 p.m. on March 14, 2022.

**Attendance**

Board Members Present: Bill Troy, James Tarvin, Robert Quinn, Norma Nuñez-Langlois, Meghan Boroden, Emily Collado, and Catherine Gardner. Also in attendance, Michelle Muller, Assistant Director, Jack Denman, Principal Accounts Clerk, Mary Hoens, Clerk of the Board, and Linda Hannigan, CPA.

**II. Pledge of Allegiance**

**III. Acceptance of the Agenda**

**RESOLVED** that the agenda be accepted as amended. Motion, Meghan Boroden. Second, Norma Nuñez-Langlois. Approved (7-0-0)

**IV. Privilege of the Floor** – None.

**V. Approval of the Minutes**

**RESOLVED** that the minutes of the February 14, 2022, regular meeting, be approved. Motion, Meghan Boroden. Second, Norma Nuñez-Langlois. Approved (7-0-0)

**RESOLVED** that the minutes of the February 22, 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): \$16,000 under budget. \$702,000.00 balance in the Key account. Last property tax check in the amount of \$219,000.00 is expected at the end of the month. Jack will follow up with the county attorney regarding the Glen Arden PILOT payment. Suggestion was made to categorize the checks as recurring and one-time payments. JD will follow up the absence of the Orange and Rockland bill. JD will follow up on the auto insurance mandate.
2. Reserve Fund (JD): Jack will follow up with KEY bank about opening a second account for the Reserve Fund.
3. Financial auditor selection (JD): Audit will be up to government standards and JD does not anticipate an increased cost.

4. Treasurer's report: The building services line is over the total year budget; Linda suggested a budget modification and will work on it with JD and propose a resolution at the next regular meeting.

**RESOLVED** that the Board accept the Treasurer's Report. Motion, Norma Nuñez-Langlois. Second, Catherine Gardner. Approved (7-0-0).

### **VIII. Assistant Director's Report** (MM)

The newsletter is at the printer, which includes a graphic of library usage and facts about the value of the library. Kathleen met with the Goshen Art League to discuss how to display artwork and pricing. The annual report will be submitted tomorrow. The Big Band concert is scheduled for August 6th, rain date on August 7th. A tree planting family event is in the planning stages for Earth Day. MM will review the location of the planting location due to the geothermal placement. MM will follow with county Kathleen on mental health training for the staff. Narcan training is coming up.

### **IX. Committee Reports**

\*Physical Resources – Norma Nuñez-Langlois

1. Historic wood carving and other uses of tree wood: Report has been distributed. The slab needs to dry out, which should be by the end of the summer.
2. Generator bids: Installation is scheduled to take place during the summer (Kathleen).
3. Shed – no updates.

\*Community Resources – Meghan Boroden  
No updates.

\*Human Resources - Robert Quinn, Emily Collado, Norma Nuñez-Langlois  
Ben Gailey is reviewing the Personnel Policies document. BT will follow up with Ben Gailey.

\*Sunshine - Emily Collado  
\$20 collection at the next meeting.

\*Friends and Junior Friends - James Tarvin  
Friends are sponsoring the Big Band concert and JT will follow up with Trailside Treats for the ice cream donation. Time capsule: BT and Gus will check on the door measurements.

\*By-Laws Committee - Meghan, Emily, and Bob  
**RESOLVED** that the Board approves the By-Laws, as amended. Motion, Emily Collado. Second, Norma Nuñez-Langlois. Approved (7-0-0).

### **X. New Business**

1. Stipend for Michelle Muller (Action Item)

**RESOLVED** upon further discussion that the Board approve the updated weekly stipend amount for the Assistant Director, Michelle Muller, from \$750.00 to \$1000.00 per pay period. Motion, Norma Nuñez-Langlois. Second, Catherine Gardner. Approved (7-0-0).

2. RCLS service contract - BT

There are two documents included. Interlibrary services and IT support contract.

3. RCLS IT audit - MM (see attached audit report)

Michelle will be in touch with John Hurley about attending the next meeting.

4. Election update - MH

Need to follow up with the Board of Elections regarding the possibility of an election run-off in the event of a tie.

5. Community Survey (draft 2/10/22) - BT

5 Year Plan draft discussion tabled until the next regular meeting.

6. Board Confirmation of NY State policy shift re pandemic - BT

Policy has returned to pre-pandemic operations but could be subject to change.

## **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 9:17pm for the purpose of personnel discussion of a particular individual. Motion, Meghan Boroden. Second, Norma Nunez-Langlois. Approved (7-0-0).

Resolved that the Board exit Executive Session at 10:08pm. Motion, Catherine Gardner. Second, Bob Quinn. No action was taken during the Executive Session.

Proposed work session of the Board on March 21, 2022 @ 7:00pm pending availability of RCLS consultant for IT discussion.

## **XIV. Adjournment** (Action Item)

**RESOLVED** that the meeting be adjourned. Motion, Meghan Boroden. Second, James Tarvin. Meeting adjourned at 10:14pm.

**Next Scheduled Meeting April 11, 2022, at 7:00 p.m.**

Respectfully submitted:

Mary C. Hoens

Clerk of the Board of Trustees