

Goshen Public Library and Historical Society
Board of Trustees Meeting

Minutes of March 9, 2020

General 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 7:36pm on February 10, 2020 in the Community Room of the Goshen Public Library. The Presiding officer was Bernard Marone.

Present

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

Absent

Emily Collado.

Acceptance of Agenda Motion, Norma Nunez-Langlois, second, Stace Maude, and approved (6-0-0).

Pledge of Allegiance

Privilege of the Floor none.

Approval of Minutes

- A. February 10th, 2020 Regular Meeting
RESOLVED to accept Approval of Minutes item B. Motion, James Tarvin, second, Bill Troy, and approved (4-2-0). Norma Nunez- Langlois and Meghan Boroden abstained.

- B. February 15th, 2020 Work Session Meeting
RESOLVED to accept Approval of Minutes item B. Motion, James Tarvin, second, Bill Troy, and approved (5-1-0). Norma Nunez- Langlois abstained.

Treasurer's Report

Jack Denman reported the General Fund Balance as of February 29th, 2020 \$812,701.51

Total Liability and Equity as of February 29th, 2020 \$812,701.51

Capital Project total assets of February 29th, 2020 \$68,236.77

Total Liabilities and Equity as of February 29th, 2020 \$68,236.77

Treasurer Rob Schultz will attend the next regular meeting to create journal entries to adjust line items.

RESOLVED to accept the Treasurer's report as presented by Jack Denman.

Motion, Norma Nunez-Langlois, second, Bill Troy, and approved (6-0-0).

Director's Report

Director Matt Gomm reported on General Information & Personnel.

-Eleanor Kuhn's Farewell breakfast is slated for Friday, April 3rd at 9am.

-We have conducted two interviews thus far in our search for a PT librarian.

-The 2019 annual state report has been submitted to RCLS.

-The annual budget vote and trustee election newsletter has been sent to the printer/distributor.

-Meet the candidates night is slated for Monday, March 30th at 7pm.

-Budget vote and trustee election is slated for April 1st and will be held in the lobby.

-Four terminals dedicated to the Census 2020 initiative are set up in the Guarino room. PR (handouts) arrived from RCLS today.

-The Big Band Sound will perform on Saturday, August 8th. Ice cream from What's the Scoop.

Facility Issues (New Building):

-PN Alarm has installed RF "panic" buttons at eight desks throughout the building; staff will be trained on appropriate use.

-We have contacted the Sheriff's office, and are slated to have them tour the building with us; we will also receive hostile events training.

-Eight walkie-talkies were purchased for distribution throughout the building.

-Following a protocol developed by Albany Public Library, circulation staff has begun to receive incoming materials through the drop boxes; materials are then cleaned with Lysol wipes by medical grade gloved hands.

-CR Wolfe will be here Wednesday morning to provide us with an estimate for annual geothermal maintenance.

-The bulk of our new shelving was installed on the first floor. Accent (manufacturer) is due back on Wednesday to finish.

- Fox Hollow will be here this week to work on the three spruce trees next to the chimney.
- Malum was back on site today working on the sitting wall and patio.
- Rockland Electric returned to work on their punch-list items; abandonment plates are scheduled to arrive tomorrow.
- Ashley Mechanical (plumbers) will arrive tomorrow to address a broken flush sensor in the women's main floor bathroom.
- MetroSound is working up an estimate for the installation of two monitors.
- We are slated to host Assemblyman Colin Schmitt's traveling Wall of Honor sometime in the next two months.

Matt Gomm will continue to follow guidance for public libraries from RCLS and State on coronavirus. Vanguard cleaning service is doing extra cleaning services.

Bill Troy reminded Matt to save the bird house on the tree being worked on by Fox Hollow.

Norma Nunez- Langlois inquired about Michelle Muller's report about partnering with the Open World Program sponsored by the Rotary Club and playing host on March 12th to a group of Children's Librarians from Russia and suggests an article be written about International interest of our library for the local paper.

Bill Troy discussed with Kathleen Welshoff about the community room usage and the need for staff to have technical proficiency and user friendly equipment. Norma Nunez-Langlois suggested to have a custodial position to be knowledgeable in the tech equipment in the library.

Committee Reports

Physical Resources- Bill Troy revisited estimates for the pump tank. MetroSound invoice came in and Bill questioned the labor cost. Steve Roland, BMR did the punch list last week and we are waiting on the list. Landscaping has been suggested to do some plantings in the Spring but review of drainage in the parking lot and how that may affect future plantings. Norma Nunez-Langlois asked Malum to put the original two pieces of fence up in place of the chain link fence and will ask Malum to project day of completion. Meghan Boroden asked about the upkeep of the grounds with broken branches. Matt Gomm will check with Vanguard. James Tarvin mentioned that the Friends of the Library has a small gardening committee that might be able to help.

Community Resources- none.

Human Resources- none.

Sunshine Committee- none.

Friends- Possible March Meeting. Next presentation will be in May.

Junior Friends- James Tarvin reported that over 100 people attended the Collections Event and Bill Troy will post an article on the Friends of the Library Facebook page. Each month the display cases will house

a different collection. James Tarvin has an article to submit to the newspaper about the Collections Event.

Unfinished Business

- A. MetroSound Monitor Installation
RESOLVED to approve up to \$6,000.00. Motion, James Tarvin, second, Norma Nunez-Langlois, and approved (6-0-0).
- B. Long Term and Short Term Goals

New Business

- A. Payment Applications
 - 1. Authorize expenditure for Creatcor Invoice #39436 in the amount of \$1777.50
 - 2. Authorize expenditure for ForeverBricks Invoice # 001 in the amount of \$5830.80.
 - 3. Authorize expenditure for Palmieri Invoice # i29821 in the amount of \$27,604.80.
 - 4. Authorize expenditure for Tectonic Invoice # 376600 in the amount of \$1,335.**RESOLVED** to approve New Business item A 1-4. Motion, James Tarvin, second, Meghan Boroden, and approved (6-0-0).

- B. Payment Applications
 - 1. Authorize expenditure for SRI Payment Application # 294318-12 in the amount of \$9,521.85.
 - 2. Authorize expenditure for SRI Payment Application # 294318-13 in the amount of \$11,176.15.**RESOLVED** pending Max approval for New Business item B 1-2. Motion, James Tarvin, second, Stace Maude, and approved (6-0-0).

- C. Credit Card Authorization
RESOLVED that the Trustees of the Goshen Public Library and Historical Society authorize the Director to apply for a business credit card with M&T Bank. The authorized users of the card shall be the Director, Matthew Gomm, Head of Adult Services, Christine Mahr, and Head of Youth Services, Michelle Muller. Motion, Meghan Boroden, second, Bill Troy, and approved (6-0-0).

- D. Ad hoc Policies and Bylaws Committee
Members will be James Tarvin, Meghan Boroden, and Norma Nunez-Langlois.

- E. Community Foundation of Orange and Sullivan Account
Bernard Marone will submit a disbursement request form once invoices and donations are compared by Jack Denman and Bill Troy.

Proposed Agenda Items For Next Month's Meeting none.

Privilege of the floor none.

Adjournment

RESOLVED that the meeting be adjourned at 9:47pm. Motion, Norma Nunez-Langlois, second, Stace Maude, and Approved (6-0-0).

Respectfully submitted by,

Rachel Losee

Next Scheduled meeting: April 13th, 2020 at 7:30pm in the Community Room at the Goshen Public Library.