

Goshen Public Library and Historical Society
Board of Trustees Meeting

Minutes of November 11, 2019

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 7:30 pm on November 11th, 2019 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, Stace Maude, Norma Nunez-Langlois Emily Collado, and James Tarvin. These members constitute a quorum. Also present, Director Matt Gomm, and Principle Account Clerk Jack Denman.

Absent

Bill Troy

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

Pledge of Allegiance

Privilege of the floor Gloria Bonelli had two matters to discuss with the Board. Gloria is an advocate and does volunteer work with migrant families in our community. There are children with in our school system whom speak Quechua not Spanish and there is a lack of translation. Gloria asked if the library can help with translation of flyers, books, and classes. The second matter was about public art in the community room. Gloria asked the Board to refer to the Warwick library and the Emergency Service Building to see their gallery space.

Approval of Minutes A. *October 14th General Meeting*

RESOLVED to accept Approval of Minutes item A. James Tarvin, second, Meghan Boroden and approved (5 -0-1). Norma Nunez-Langlois abstained.

Treasurer Report

Jack Denman reported the Cash Balance as of October 31st, 2019 \$955,781.19

Total Liability and Equity as of October 31st, 2019 \$962,141.06

Capital Project total assets as of October 31st, 2019 \$4,818.32

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Slightly under budget YTD due to Salary under budget.

Discussion with the Board on utilities and a comparison to the old building.

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

Motion, Norma Nunez-Langlois, second, Emily Collado, and approved (6-0-0).

Director's Report

Director Matt Gomm reported on General Information & Personnel.

-Our DLD Application NYS Construction Aid award was approved by RCLS in the amount of \$118,173 (50% of total project cost)

-Malum Enterprises was awarded the bid for site wall and patio. Work to commence shortly.

-Our new online calendar has been set up. The online reservation service will be up and running shortly.

-Matt Gomm is the sole library employee attending NYLA this year in Saratoga on November 14th and 15th, 2019.

Facility Issues (New Building):

-We received four estimates for snow removal (all includes snow removal for 203 Main, as well).

Board discussion on logistic of snow removal with Town and separate company contract. James Tarvin ordered more poles for the parking lot.

-Fox Hollow will remove two more dead trees this upcoming week.

Board discussion on the grounds. The two evergreen trees and the safety of the existing chimney. Matt was asked by the Board to get a quote on the removal of the two evergreen tree. Bernard Marone discussed the retention ponds and possible rain garden.

-Punch list work continues with electricians and painters.

-We have begun using a "day porter" through Vanguard (our cleaning company). He is scheduled to be here 3 days a week from 10-1. As with the cleaning contract, this is a month to month agreement.

-We have had two "mini cleanings" to Vanguard's schedule.

Norma Nunez-Langlois questions what this is. Matt Gomm explains that four days a week spot check on high traffic areas such as front entryway and bathrooms.

Facility Issues (Old Building)

- Jerry Hauls It All removed everything but the display cases and steel shelving.
- Fire alarm triggered Halloween night (false alarm). Firefighters forced entry into the building, resulting in minor cosmetic damage to the back door lock.
- Need to coordinate with DPW for display case removal.
- Relocation of circulation desk estimated at \$200.

Committee Reports

Physical Resources- There are about 21 remaining tiles.

Bernard Marone suggests to leave it open to purchase until the last possible date.

The Board had a discussion about a fence around the retention ponds for safety, the outlet cover plates for the community room, some of the interior lights have been fixed, the parking lot lights to be on a schedule, and the pump house light switch to be set to a timer or motion sensor switch.

Community Resources- Art in the community room and they will be getting in touch with Gloria Bonelli.

Human Resources- None

Sunshine Committee- Anne's 50th year with the library celebration November 15th at 9am. A get well gift was sent to Bill Troy, and the Library Ornaments have been purchased.

Friends- Next meeting is Tuesday at 6:30pm. Junior Friends made a list of things that they are grateful for and made a display in the staff room. The Junior Friends will be giving out children books at the December 7th tree lighting and asked permission for a giving tree at the library.

Unfinished Business

- A. Disposition of 203 Main Street Property (Discussion)
Bernard Marone will follow up on status of inspection
- B. 366 Main Street Property Punch List Progress (Discussion)
Standback sent 2-3 workers. Majority of outside punch list done.
- C. Engineering & Surveying Properties Clerk of The Works Contract (Discussion)
- D. SRI Fire Sprinkler Inspection Contract (Discussion)
Matt Gomm is going to follow up.
- E. Other- None.

New Business

- A. Snow Removal Bid Contract \$18,500 Billco Landscape Contractor LLC

RESOLVED to approve New Business item A. Motion, Emily Collado, second, Meghan Boroden, and approved (5-1-0). Norma Nunez-Langlois voted No.

- B. Authorize Transfer of \$186,420 From Operating Fund Account Into Capital Account

RESOLVED to approve New Business item B. Motion James Tarvin, second, Norma Nunez-Langlois, and approved (6-0-0).

- C. Authorize Payment Of Engineering & Surveying Properties Invoice #13336 in the amount of \$900

- D. Authorize Payment Application for Malum Enterprises, LLC Number 1 in the amount of \$13,965.00

- E. Authorize Additional Expenditure For Palmieri Shelving Installation, \$6,900

- F. Authorize Payment of SRI Fire Sprinkler, LLC Invoice # 2094318-01 in the amount of \$106.75

RESOLVED to approve New Business item C, item D, and item F. Motion, Meghan Boroden, second, Emily Collado, and approved (6-0-0).

Board Discussion on New Business item E.

RESOLVED to approve New Business item E. Motion, Norma Nunez-Langlois, second, Meghan Boroden, and approved (6-0-0).

- G. EGWC Window Shades Quote of \$4,227 for two roller shade system for the windows in the community room.

Board Discussion

RESOLVED to approve New Business item G. Motion, Emily Collado, second, Norma Nunez-Langlois, and approved (6-0-0).

- H. Expenditure for Cover Plates for Meeting Room Floor Outlets

Board Discussion during Committee Reports in Physical Resources.

- I. Water Softner Purchase

Board Discussion. Matt Gomm will check on water test and pricing.

- J. Circulation Desk Relocation

Board Discussion to restore it as a server in the community room.

- K. RCLS Budget Approval

RESOLVED to approve New Business item K. Motion, James Tarvin, second, Norma Nunez-Langlois, and approved (6-0-0).

- L. Long Term and Short Term Strategic Plans

Board Discussion on writing a plan on extending existing programs and new programs.

Proposed Agenda Items for Next Month's Meeting

-Library Operating Budget for year of 2020-2021.

Privilege of the floor

Adjournment

RESOLVED that the meeting be adjourned at 10:13pm. Motion, Norma Nunez-Langlois, second, James Tarvin, and Approved (6-0-0).

Respectfully submitted by,

Rachel Losee

Next Scheduled meeting: Regular Meeting on December 9th, 2019 at 7:30 pm in the Community Room at the Goshen Public Library.