

Goshen Public Library and Historical Society Board of Trustees
Regular Meeting
Minutes of November 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 Meghan Boroden at 7:00 PM on November 14, 2022.

Attendance:

Board Members Present: Meghan Boroden, James Tarvin, Robert Quinn, Bill Troy, and Heather LaBruna. Also, in attendance, Michelle Muller, Assistant Director; Jack Denman, Principal Accounts Clerk; Mary Hoens, Clerk of the Board.

Absent: Catherine Gardner and Emily Collado.

II. Pledge of Allegiance

III. Review and Approve Agenda (Action Item)

RESOLVED that the agenda be accepted as amended. Motion, Bob Quinn. Second, Jim Tarvin. Approved (5-0-0).

IV. Privilege of the Floor – None.

V. Approval of the Minutes (Action Item)

1. **RESOLVED** that the minutes of the October 10, 2022, regular meeting, be approved as amended. Motion, Bill Troy. Second, Bob Quinn. Approved (5-0-0).
2. **RESOLVED** that the minutes of the November 1, 2022, special meeting, be approved. Motion, Bill Troy. Second, Bob Quinn. Approved (5-0-0).
3. **RESOLVED** that the minutes of the November 7, 2022, special meeting, be approved. Motion, Jim Tarvin. Second, Bill Troy. Approved (5-0-0).
4. **RESOLVED** that the minutes of the November 9, 2022, special meeting, be approved. Motion, Bob Quinn. Second, Jim Tarvin. Approved (5-0-0).

VI. Personnel Appointments (MM): Amina Chaudri submitted her resignation effective December 22, 2022.

VII. Finances (Action Items)

1. Financial Report (JD): \$4,000.00 Under budget on the salary line. As of Nov. 1st, \$587,000.00 of the tax payment has been received. Jack will follow up with the district about the overdue Glen Arden PILOT payment and the schedule of payments from Legoland. Meghan will follow up with the breakdown for library director job ads arranged through RCLS.
Audit update: The auditors are working on the draft and would like to attend the December boarding meeting if possible.

Jim raised the question of the possibility of Cornerstone partnering with Adult Programming. Michelle will follow up with Ruth.

RESOLVED that the Board approve the Financial Report. Motion, Bill Troy. Second, Bob Quinn. Approved (5-0-0).

2. Warrant Schedule for October 2022 (Action Item)

RESOLVED that the Board approve the October 2022 Warrant Schedule. Motion, Jim Tarvin. Second, Bob Quinn. Approved (5-0-0).

VIII. Assistant Director's Report (MM)

See attached. Security cameras update – still working on quotes and could be added to the next DLD grant cycle. Phones have been ordered and will arrive in 3-5 days. December 3rd is the Holiday Lights Tour, and the library will be decorated on Nov. 30th. Michelle will ask Erica if Jr. Friends volunteers are needed and will let Jim know.

IX. Department Reports – A discussion was had about increasing attendance at young adult programs. Heather LaBruna had the suggestion about starting a chess program. Parks & Rec hosted a successful program at the Senior Center until the pandemic.

X. Committee Reports

*Director Search Committee - Meghan Boroden (discussion to take place in Executive Session)

*Physical Resources –Waiting on delivery of the generator.

*Community Resources - No updates.

*Human Resources - No Updates

*Sunshine – Holiday treats for staff – Meghan will follow up with Emily to arrange.

*Friends - Bill Troy: Time Capsule event was on Saturday, Oct. 29th. Orange County Dairies and Associated Glass Bottles lecture was very successful.

*Junior Friends – Jim Tarvin: They met on Nov. 13th and will have a book giveaway at the Tree Lighting Ceremony as they did last year. Jim is still working on approval to show “One December Night” during the holidays.

*By-Laws Committee –No updates.

XI. New Business

1. 2023-2024 Budget Committee Formation: Bill, Jim, and Meghan volunteered to be on the Committee.
2. Library Materials Challenge Policy and Request for Reconsideration of Library Materials Form
3. **RESOLVED** that the Board approve the Library Materials Challenge Policy and Request for Reconsideration of Library Materials Form. Motion, Jim Tarvin. Second, Bill Troy. Approved (5-0-0).
4. Approve Michelle Muller as the QuickBooks Administrator (Action Item)
RESOLVED that the Board appoint Michelle Muller as the QuickBooks Administrator of the Goshen Public Library & Historical Society. Motion, Bob Quinn. Second, Heather LaBruna. Approved (5-0-0).

XII. Old Business

1. Temporary expansion of carryover of vacation leave hours for 2022-2023.
Erica provided an updated report of accrued hours, and the recommendation is to expand vacation carryover to 100 hours for one year.
RESOLVED that the Board approve the temporary expansion of carryover vacation hours to 100 hours for 2022-2023. Motion, Jim Tarvin. Second, Bill Troy. Approved (5-0-0).
2. Memorial Dedications Policy: Meghan will distribute the reworked policy to be discussed at the December meeting.
3. Personnel Policies Policy – More clarification is needed on Ben Gailey's edits. Discussion tabled until the new Director is in place.
4. Strategic Plan – Plan development will resume after new Director begins.
5. 2024 Summer Hours –The idea was brought up to pay an additional \$5 per hour for those 4 hours on Sundays. The possibility will be investigated.

XIII. Executive Session – to discuss the employment of a particular individual.
RESOLVED that the Board will enter executive session to discuss the employment of a particular individual at 8:07pm. Motion, Bob Quinn. Second, Bill Troy. Approved (5-0-0).

RESOLVED that the Board will exit executive session at 8:15pm. No action was taken. Motion, Bill Troy. Second, Heather LaBruna. Approved (5-0-0).

XIV. Privilege of the Floor – None

XV. Adjournment (Action Item)

RESOLVED that the Board adjourn the meeting at 8:17PM. Motion, Jim Tarvin. Second, Heather LaBruna. Approved (5-0-0).

Next Scheduled Meeting November 12, 2022, at 7:00 PM.

Respectfully submitted: Mary Hoens, Clerk of the Board