

Goshen Public Library and Historical Society  
Board of Trustees Meeting

Minutes of October 11, 2021

**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 7:31 p.m. on October 11, 2021.

**Attendance**

Board Members Present: Bill Troy, Emily Collado, James Tarvin, Robert Quinn, Catherine Gardner, Norma Nuñez-Langlois, and Meghan Boroden. Also in attendance Matthew Gomm, 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, Norma Nuñez-Langlois. Second, Meghan Boroden. Approved (7-0-0)

**IV. Privilege of the Floor** - No public comments

**V. Approval of the Minutes**

**RESOLVED** that the minutes of the September 13, 2021 meeting be approved. Motion, Norma Nuñez-Langlois, Second, Robert Quinn. Approved (7-0-0)

**VI. Finances (Action Items)**

Linda Hannigan, Treasurer, reported that the overall fiscal year is off to a good start and under budget. Jack reported that PILOT payments totaling \$9,252 were received in September. The first Tax Levy check, \$958,210, was on time and we were able to save interest expense by avoiding the TAN. It's been three years since our last audit and Linda will follow up with audit firm recommendations (Jack will also reach out for recommendations). There was a question regarding the YTD Building Services number, which Jack will look into. There was no activity in the capital account.

Benefits clarification: Discussion about new employee contributions will be added to the November meeting agenda.

PILOTS update: All PILOT payments except one from Glen Arden have been received.

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

**RESOLVED** that the Board approves to update the signatory at M&T Bank to remove Christine Mahr from our account and to add Ruth Mallard. Motion, Meghan Boroden. Second, James Tarvin. Approved (7-0-0).

## **VII. Director's Report** Presented by Matthew Gomm

200 new library cards were issued by Michelle at PTO events at Scotchtown Avenue School and Goshen Intermediate School. Permanent Certificate of Occupancy for the building was granted on October 7<sup>th</sup>. Operations Policy manual updates are ongoing, and another meeting will be scheduled to address dress code, benefits, and the Director's review. The HR Committee will then make a recommendation to the Board (Bob will send out before the November meeting). Matt will also send other library polices to the board for review. Matt will inquire about occupancy signs for the building. The flagpole is up, and Gus will check the lighting. Discussion was brought up about the possibility of receiving clarification on when the flag should be set at half mast, not just the directive to lower the flag. The generator will be installed in the Spring and BMRA/Sage Engineering has given an estimated timeline for installation. Kathleen will send an email to Tony Monaco about not replacing the 4 dead trees near the pumphouse until next fall. Discussion on installation of speedbumps has been tabled. Adult Services and Programs: MG will follow up on the report numbers; also, if we are able to return to the Senior Center.

## **VIII. Committee Reports**

### \*Physical\_Resources - Norma Nuñez-Langlois

Certificate of Occupancy – Granted on October 7<sup>th</sup>.

Historic wood carving and other uses of tree wood – NNL – Indoor bench was decided upon and the company will be able to keep the excess wood. The committee will tour the building in order to find the best placement for the bench and the second-floor clock. Name on 203 Main St. Building – James is waiting to hear back.

New fence/driveway hole – fence installed; drive remediation being explored - MG

Catholic Charities Holiday tour – does the library want to participate? MB will get more details.

Storage Shed – discussion to start with Gus and Kathleen about size and placement, NNL will send them an email.

### \*Community Resources – Meghan Boroden

Map & Christmas tour- MG will follow up with the Holiday Tour.

### \*Human Resources - Robert Quinn, Emily Collado, Norma Nuñez-Langlois

One more meeting is planned to discuss personnel policies and recommendations will be sent out before the November board meeting.

### \*Sunshine - Emily Collado

Money for staff BBQ was reimbursed. JT and NNL paid their dues.

### \*Friends and Junior Friends - James Tarvin

James Tarvin reported that the Friends will be holding a book sale on Oct. 22<sup>nd</sup> and 23<sup>rd</sup>. The Jr. Friends elected their officers. MG will ask about allowing the Jr. Friends to use one of the cabinets in the Pomares Room.

\*By-Laws Committee - Meghan, Emily, and Bob

The committee met and had many edits under Privilege of the Floor and residency requirements, education, and open meeting laws; work is continuing.

### **IX. New Business**

1. RCLS FYE 2022 Budget Adoption (Action Item)

**BE IT RESOLVED** that the Board of Trustees adopt the RCLS FYE Budget. Motion, Meghan Boroden. Second, Norma Nuñez-Langlois. Approved (7-0-0),

2. Holiday Closings Update (Action Item) – Juneteenth will be a floating holiday. Indigenous People’s Day/Columbus Day: education and events that tie into the holiday can be available. The decision was made to postpone the vote until recommendations for personnel policies are complete. No action was taken.

3. Employee Appointments (Action Item) – Discussion tabled. No action was taken.

4. Timeline for Board Activities – Work in Progress. Discussion will take place at the November board meeting.

5. Sexual Harassment Training – MG will follow up with Grace from RCLS about in person training.

### **X. Old Business**

1. Elevator maintenance contract – MG is waiting to hear back from the company.

2. Tower clock? – JT. Suggestions have been made about the potential installation of a clock on the tower of the library made possible by donations. Decision to defer for future consideration.

3. Trustee Orientation – MG. Catherine is scheduling a tour of the library. NNL brought to the Board’s attention about the opportunity for 2 hours of CCE credits, (Oct. 19<sup>th</sup>, 5-6:30pm) in addition to the Sexual Harassment Training.

### **XI. Privilege of the Floor** No public comments

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

**RESOLVED** that the meeting be adjourned at 9:44 p.m. Motion, Norma Nuñez-Langlois Second Meghan Boroden. Approved (7-0-0)

**Next Scheduled Meeting November 8, 2021 at 7:30 p.m.**

Respectfully submitted:

Mary C. Hoens

Clerk of the Board of Trustees