

Goshen Public Library and Historical Society
Board of Trustees Meeting

Meeting Minutes of September 12, 2022

I. Call to Order

The regular Board meeting of the Board of Trustees of the Goshen Public Library and Historical Society was called to order by President Meghan Boroden at 7:02 p.m. on September 12, 2022.

Attendance

Board Members Present: Bill Troy, Jim Tarvin, Bob Quinn, Meghan Boroden, Emily Collado, Heather LaBruna, Catherine Gardner. Also, Michelle Muller, Assistant Director; and Jack Denman, Principal Accounts Clerk.
Absent: Mary Hoens - Clerk of the Board

II. Pledge of Allegiance

III. Review and Approval of the Agenda (Action Item)

RESOLVED that the agenda be accepted with the amendment to enter executive session. Motion, Bill Troy. Second, Heather Labruna. 6-0-0.

IV. Privilege of the Floor – None.

V. Approval of Minutes -

1. **RESOLVED** that the minutes of the August 9th regular meeting be approved. Motion, Jim Tarvin. Second, Bob Quinn. Approved 6-0-0.
2. **RESOLVED** that the minutes of the August 29th special meeting be approved. Motion, Bill Troy. Second, Bob Quinn. Approved 6-0-0.

VI. Personnel Appointments - None.

VII. Finances - Jack Denman. There was a discussion about Big Band Payment, generator, and changing the line from 'Tax Anticipation Note' to 'Real Property Tax Advance', since a TAN is not being secured. Scheduled audit is expected to take place soon.

Meghan Boroden introduced a new procedure for upcoming meetings to approve the warrant schedule for the prior month's payments. The Board will also vote separately to pre-approve recurring expenses (utilities, insurance, etc.) and review as needed throughout the year when expenses change.

Motion to approve the Financial Report. Motion, Bill Troy. Second, Bob Quinn. Approved 6-0-0.

VIII. Assistant Director's Report - Michelle Muller. See attached.

There was a discussion about closing procedures and the process when the security system is triggered. NYSEG is coming to do their work on the generator project.

IX. Department Reports – No Discussion.

X. Committee Reports

1. Director Search Committee: Deadline extended for Director position to October 14, 2022.
2. Physical Resources Committee: Looking into security camera installation costs and funding options.
3. Community Resources Committee: None.
4. Human Resources Committee: None.
5. Sunshine Committee: None.
6. Friends: Upcoming lectures on the Trolleys of Orange County on October 8th, Orange County dairies and glass bottles on November 12th.
7. Junior Friends: Ideas for funding a youth-related project from Junior Friends' fundraising efforts. Junior Friends have gained new members.
8. Bylaws: None.

XI. New Business

1. Community Survey draft tabled for Strategic Plan development after hiring of new director.
2. Goshen Art League proposal - Quotes to be obtained for work to install hangings for art pieces.
3. Open Meetings Law - Board in agreement to only conduct in-person meetings and not via videoconferencing.
4. Sexual Harassment Training, as required by state law, due to Erica Gati.
5. RESOLVED to approve the RCLS 2023 budget. Motion, Emily Collado. Second, Catherine Gardner. Approved 7-0-0.

XII. Old Business

1. Memorial Dedications Policy discussion continued. Bill Troy would review what items were un-sponsored during the capital campaign and report back to the Board. Trustees expressed interest in offering a list of items pre-approved by Library staff and Board for donors to sponsor.
2. Personnel Policies - Attorney Ben Gailey contacted and asked to resume review. Meghan Boroden will ask him to complete review by October's regular Board meeting.

XIII. Executive Session

Motion to enter executive session at 8:47 PM for the purpose of discussing a particular individual. Motion, Emily Collado. Second, Catherine Gardner. Approved 7-0-0.

Exit executive session at 9:10 PM. No action taken. Motion, Emily Collado. Second, Bill Troy. Approved 7-0-0.

XIV. Adjournment (Action Item)

RESOLVED that the meeting be adjourned at 9:11 PM. Motion, Emily Collado. Second, Bob Quinn. Approved 7-0-0.

Next regular Board Meeting October 10, 2022

Respectfully submitted:
Catherine Gardner
Secretary