



Goshen Public Library and Historical Society Board of Trustees  
Regular Meeting of July 8, 2024

**DRAFT**

I. Call to order

A regular meeting of the Board of Trustees of the Goshen Public Library and Historical Society (GPLHS) was called to order by President Tina Fortugno at 7:02 p.m. on July 8, 2024.

Attendance

Board members present: Tina Fortugno, Bob Quinn, Jim Langlois, Emily Collado, Heather LaBruna.

Absent: Michael Panzer

Also in Attendance: Jack Denman, finance manager

II. Pledge of Allegiance

III. Review and Approve Agenda

[Action item] RESOLVED that the Board approve the July 8, 2024, agenda as amended.

- a. Adding clarification for item No. VII: 2 % raises for staff for fiscal year 2024-2025 shall apply to all staff EXCEPT those hired in June 2024 and after.
- b. Adding an action item authorizing Finance Manager Jack Denman to move up to \$150,000 from NYLAF to Key checking account each month, July-September.
- c. Adding Friends of the Library news in item No. XIII.

Motion: Trustee Langlois. Seconded by Trustee Collado. (Approved 5-0-0)

IV. Privilege of the floor - none

V. Review and approve meeting minutes

[Action item] RESOLVED that the Board approve the minutes of June 10, 2024, regular Board meeting, and June 17, 2024, special Board meeting as amended.

- a. Clarification that during privilege of the floor in the June 10 meeting, it was the handle of the box that contains the fire extinguisher that was missing a handle pin. It has since been fixed.

Motion: Trustee Collado. Seconded by Trustee Quinn. (Approved 5-0-0)

VI. Finances

In addition to the June 2024 financial report, Finance Manager Jack Denman highlighted that the GPLHS is under budget on the salary line. Denman also reported that the GPLHS has earned \$23,541 in NYLAF interest YTD. President Fortugno requested a breakdown of grants in next month's financial report, particularly for technology grants. Denman said he will include this information in next month's financial report and include a similar breakdown for pilots, as well.

- a. [Action item] RESOLVED that the Board approve the financial report for June 2024 as

presented.

Motion: Trustee Langlois. Seconded by Trustee Quinn. (Approved 5-0-0)

- b. [Action item] RESOLVED that the Board approve the June 2024 warrant schedule as presented.

Motion: Trustee Collado. Seconded by Trustee Quinn. (Approved 5-0-0)

- c. [Action item] RESOLVED that the Board approve proposal authorizing Finance Manager Jack Denman to transfer funds from NYLAF to Key account, up to \$150,000 each month in July, August and September.

Motion: Trustee Langlois. Seconded by Trustee Collado. (Approved 5-0-0)

#### VII. Staff Raises

[Action item] RESOLVED that the Board formally adopt a 2% raise for all staff hired before June 2024 for Fiscal Year 2024-2025 with the understanding that any additional raise negotiated as part of the Collective Bargaining Agreement with CSEA would be retroactively applied to the beginning of the fiscal year.

Motion: Trustee Langlois. Seconded by Trustee Quinn (Approved 5-0-0)

#### VIII. Executive Session

[Action item] RESOLVED that the Board enter executive session at 7:30 p.m. for the purpose of discussing personnel matters.

Motion: Trustee Collado. Seconded by Trustee Langlois. (Approved 5-0-0)

[Action item] RESOLVED that the Board exit executive session at 8:30 p.m. Action taken (see item “a” under “New Business”).

Motion: Trustee Langlois. Seconded by Trustee Quinn. (Approved 5-0-0)

#### IX. New Business

- a. [Action item] RESOLVED, as proposed during Executive Session, that the Board appoint Joslyn Bowling Dixon to the position of interim director of the GPLHS under terms of a draft Memorandum of Understanding, contingent upon review of legal counsel.

Motion: Trustee Langlois. Seconded by Trustee Collado. (Approved 5-0-0)

- b. [Action item] RESOLVED that the Board appoint Linda Hannigan as Library Treasurer.

Motion: Trustee LaBruna. Seconded by Trustee Collado. (Approved 5-0-0)

- c. [Action item] RESOLVED that the Board enter into contract with RW Schultz CPA for accounting services for fiscal year 2024-2025.

Motion: Trustee Langlois. Seconded by Trustee Quinn. (Approved 5-0-0)

- X. Personnel Appointments – See “item “a” under New Business.

#### XI. Reorganization of Board Governance

The Board’s Nominating Committee offers the following slate of officers:

President: Tina Fortugno

Vice President: Emily Collado

These candidates join the previously approved officers, Bob Quinn, Auditor of the Bills, and Heather LaBruna, Secretary of the Board

Secretary of the Board Heather LaBruna cast the sole vote for the slate of officers as presented.

XII. Committee Assignments

Trustees have volunteered for the following committees:

a. Standing Committees

- i. Physical Resources Committee: Trustees Panzer, Quinn and Langlois
- ii. Community Resources Committee: Trustee Panzer
- iii. Human Resources: Trustees Langlois and Collado (Ad hoc: President Fortugno)
- iv. Sunshine Committee: Trustee Collado

b. Ad Hoc Committee

- i. Historical Society Committee – Trustees Quinn and LaBruna
- ii. Bylaws Committee – ad hoc

XIII. Reports from partner groups

- a. Friends of the GPLHS: The Friends raised more than \$2,000 during their Great American Weekend book sale, which will be used to support library programs and other needs.

XIV. Bylaw amendments

[Action item] RESOLVED that the Board will vote on amending bylaws to remove residency requirement for the Clerk of the Board/Vote, as well as formalizing a process to handle Board officer vacancies at the next regular Board meeting on August 12, 2024.

Motion: Trustee Langlois. Seconded by Trustee Quinn. (Approved 5-0-0)

XV. Privilege of the floor

Melissa Tidd, Goshen, expressed her interest in filling the current Board vacancy.

Lisa Taylor, Circleville, requests that the previous “U” shape table formation be utilized again during Board meetings, which makes it easier to hear Board members speak. Taylor also inquired how soon the new interim director would be available to help set up chain of command.

XVI. Report of Trustee Continuing Education Credits – none

XVII. Adjournment

[Action item] RESOLVED that the regular meeting of the Board of Trustees is adjourned at 8:45 p.m.

Motion: Trustee Collado. Seconded by Trustee Langlois. (Approved 5-0-0)

Next Regular Meeting: August 12, 2024 @ 7:00 p.m.

Submitted by: Heather LaBruna, secretary of the Board of Trustees



