

Goshen Public Library and Historical Society Board of Trustees

Regular Meeting of June 10, 2024

Draft

I. Call to order

A meeting of the Board of Trustees of the Goshen Public Library and Historical Society (GPLHS) was called to order by President Norma Nunez-Langlois at 7:02 p.m. on June 10, 2024.

Attendance:

Board members present: Norma Nunez-Langlois, Tina Fortugno, Michael Panzer, Bob Quinn, Heather LaBruna, Emily Collado

Also in attendance: Jack Denman, finance manager; Jerome Tatrabor, director of IT

II. Pledge of Allegiance

III. Review and approve agenda

[Action item] RESOLVED that the Board approve the June 10, 2024, agenda as amended.

- a. Adding special announcement as item XIV to agenda
- b. Adding the word "meeting" to item V as follows:

"Approval of the **meeting** minutes of the May 13, 2024, regular board meeting and **meeting** minutes of the May 20, 2024, and June 3, 2024, special Board meetings.

"[Action item] RESOLVED that the Board approve the **meeting** minutes of the May 13, 2024, regular Board meeting, and May 20, 2024, and June 3, 2024, special Board meetings."

Motion: Trustee Collado. Seconded by: Trustee Panzer. (Approved 6-0-0)

IV. Privilege of the floor - none

V. [Action item] RESOLVED that the Board approve the meeting minutes of May 13, 2024, regular Board meeting, and May 20, 2024, and June 3, 2024, special board meetings, as amended or presented:

- a. May 13, 2024, regular meeting agenda draft amended:
  - Adding word "meeting" to item 5:  
"Approval of the **meeting** minutes of the April 30, 2024, special board meeting."
  - Correcting name spelling in item 10 (a):

“ Friends liaison – Trustee Bill Troy reported a final lecture is June 8 by Professor Barry **Kass** of SUNY Orange...”

- Correction of name spelling in item 10 (b):

“Junior Friends liaison – Trustee Bill Troy reporter he has been notified by **Jim** Tarvin of the Juniors having a film festival...”

- Adding to item 11:

“**No action taken**”

Motion: Trustee Fortugno. Seconded by Trustee Panzer. (Approved 6-0-0)

- b. May 20, 2024, special meeting agenda draft

Motion: Trustee Fortugno. Seconded by Trustee Quinn. (Approved 6-0-0)

- c. June 3, 2024, special meeting agenda draft

Motion: Trustee Quinn. Seconded by Trustee Collado. (Approved 6-0-0)

#### VI. Personnel appointments

[Action Item] RESOLVED that the Board approved the following appointments as presented:  
Appoint Jessica Bower to substitute Librarian I, Orange County Civil Service Title #1383, effective May 31, 2024

Appoint Lara Sibley to temporary full-time Librarian I, Orange County Civil Service Title #1383 effective June 21, 2024.

Erica Gati of Human Resources has clarified that Sibley’s appointment is temporary per Civil Service, which allows for a 90-day hire when no list is available at the time when interviews are conducted. Sibley will need to meet Civil Service requirements and get on the list, which are required before transitioning to a permanent full-time position.

Motion: Trustee Collado. Seconded by Trustee Panzer. (Approved 6-0-0)

#### VII. Finances

- In addition to financial report, Finance Manager Jack Denman mentioned that the Board will need to decide at a future meeting if it will be taking TAN. Denman mentioned that the GPLHS has done well with interest earned with NYLAF.

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

Motion: Trustee Fortugno. Seconded by: Trustee Quinn. (Approved 6-0-0)

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

Motion: Trustee Collado. Seconded by Trustee Panzer. (Approved 6-0-0)

VIII. Committee reports

a. Standing committees

- i. Physical Resources Committee – None
- ii. Community Resources Committee – None
- iii. Human Resources Committee – None
- iv. Sunshine Committee – None

b. Ad hoc committee reports

- i. Historical Society Committee – Trustee Quinn reports the history journal project is moving along, with most articles in. No plans as of yet for journal kickoff. Also of note: All books in the history room have been inventoried. Maps continue to be inventoried.
- ii. Bylaws Committee - None

New committee appointments were tabled for the July meeting.

IX. Reports from partner groups

- a. Friends of the Library – A lecture given by Barry Kass on the Dutchess Quarry caves and a reading by Cornerstone Arts were well attended, with attendance estimated at more than 100 people at each event.
- b. Junior Friends of the Library – a film festival planned for June has been postponed till September.

X. New business

- a. Jerome Tatrabor, director of IT for the GPLHS, presented a demo of the new website, noting the previous site was very difficult to browse. New website features clean design and easier navigability. Site is anticipated to go live by the end of June. Also in the works is the creation of a multimedia lab.
- b. Koha migration – Migration will begin in August. Recommendations include publicizing to patrons any potential disruption to service and making arrangements to handle returns/checkouts.
- c. New director search:
  - Adding to existing Director job description:  
**“Develop succession plan within six months to one year of appointment.”**
  - Verify information highlighted in job description, such as number of employees, etc.
  - Further discussion at the regular July meeting.

XI. Executive session

[Action item] RESOLVED that the Board enter executive session at 8:54 p.m. for the purpose of discussing personnel matters.

Motion: Trustee LaBruna. Seconded by Trustee Collado. (Approved 6-0-0)

[Action item] RESOLVED that the Board exit executive session at 10:01 p.m. No action was taken.

Motion: Trustee Fortugno. Seconded by Trustee Collado. (Approved 6-0-0)

XII. Privilege of the floor

Lisa Taylor of Circleville, GPLHS employee, stated that it's been two months since the Board of Trustees received employee union CSEA's initial contract proposal, that there have been two cancelled negotiation meetings, and the union is waiting for the GPLHS's counter-proposals. Taylor also stated that she would like to see Board meetings live-streamed. Taylor also stated that 3-D printers, which were mentioned in the IT update, might cause concern for some people in regards to potential toxicity. Taylor pointed out that the handle of the fire extinguisher outside the GPLHS's meeting room appears to be broken.

XIII. Report of trustee continuing education credits

Trustees are advised to check with Erica Gati of HR for course offerings.

XIV. Special announcement

The Board accepted the resignations of Trustees Nunez-Langlois and Bill Troy, both effective June 10, 2024.

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

XV. Adjournment

[Action item] RESOLVED that the regular meeting of the Board of Trustees is adjourned at 10:05 p.m .

Motion: Trustee Collado. Seconded by: Trustee LaBruna. (Approved 6-0-0)

Next regular meeting: July 8, 2024, at 7 p.m.

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

