

## Goshen Public Library and Historical Society Board of Trustees

### Special Meeting of June 17, 2024

Draft

I. Call to order

A special meeting of the Board of Trustees of the Goshen Public Library and Historical Society (GPLHS) was called to order by Acting President Tina Fortugno at 7:04 p.m. on June 17, 2024.

Attendance:

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

II. Pledge of Allegiance

III. Review and approve agenda

[Action item] RESOLVED that the Board approve the agenda as presented. Motion: Trustee Panzer. Seconded by Trustee Collado. (Approved 5-0-0)

IV. Swearing in of new member of the GPLHS Board of Trustees

[Action item] RESOLVED that the GPLHS Board of Trustees appoint Jim Langlois to fill a vacancy on the Board created by the departure of Bill Troy.

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

V. Discussion of time-critical tasks

- a. Grant from Assemblyman Brian Maher: Trustee Panzer will reach out to Jerome Tatrabor from IT for more details on the mobile tech lab and expenditures for this project, which will be funded by the grant Assemblyman Maher got for the library (\$27,500). There is a June 30, 2024 deadline for the money to be spent, and the Board authorizes Tatrabor to use these funds to outfit the lab. If these funds aren't spent by that date, a reserve can be created to carry over the funds to the 2025 fiscal year. The Board discussed delaying the lab project by a month or two so Tatrabor could focus on getting the GPLHS' new website up and running following a site crash. An update will need to be given to Maher's office.
- b. Technology contract with RCLS: Given Tatrabor's workload, and in absence of a library director, the Board suggests renewing the technology contract with RCLS for year three

of the five-year contract. The discussion of moving from full service to partial service will be revisited next year. Trustee Panzer will discuss particulars with Tatrabor and whether the new tech lab equipment will fall under the RCLS contract. Discussions will also need to occur with Jack Denman from Finance to find out if the budget already accounted for a 50 percent reduction in RCLS technology fees.

- c. HVAC contracts: Acting President Fortugno will reach out to Erica Gati of Human Resources to find out more particulars of the Automated Logic and Armistead Mechanical contracts, and when a decision needs to be made about whether to renew.
- d. SAMS grant: Acting President Fortugno will reach out to Gati about contacting Catherine for information about the grant, including clarifying steps in affidavit process.
- e. Landscaping: Trustee Quinn will find out what's currently budgeted for landscaping and the scope of work.
- f. CubeSmart Storage Unit: As this is not a pressing matter, the Board tabled discussion. In the future, one or two people familiar with the storage unit's contents will need to go over the items to decide what needs to be kept and what needs to be disposed of.

VI. Discussion of Koha migration

The Board discussion centered around whether the GPLHS should close or remain open during the migration to RCLS' new cataloging system, occurring Aug. 1-4, 2024. Because the migration limits book checkouts to one computer, and based on concerns of department heads about limitations to library functionality during this time, the Board suggested pausing all book check-ins. This would leave the library open as an air-conditioned option for patrons but with no book checkouts/check-ins. An announcement of this interruption in service would be posted throughout the library and on the website. The Board will investigate whether computer terminals will be operational during migration. Discussions on this matter will continue.

VII. Enter executive session

[Action item] RESOLVED that the Board enter executive session at 8:28 for the purpose of discussing personnel matters.

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

VIII. Exit executive session

[Action item] RESOLVED that the Board exit executive session at 9:43. No actions taken.  
Motion: Trustee LaBruna. Seconded by Trustee Panzer. (Approved 6-0-0)

IX. Privilege of the floor

Lisa Taylor of Circleville, GPLHS staff member, read from a statement expressing that she hoped the Board would consider setting a date to begin CSEA contract negotiations to be one of their “time-critical tasks.” She also stated the importance of establishing a library chain of command in the absence of a director. She said staff is fielding questions from patrons about whom to contact with any questions or concerns. Taylor also mentioned safety concerns surrounding foliage overgrowth in the library parking lot’s median, near the front entrance of the library and staff/patron parking. She cited limited visibility for pedestrians as a concern.

X. Adjournment

[Action item] RESOLVED that the special meeting of the Board of Trustees is adjourned at 9:58.

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

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

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