



Goshen Public Library and Historical Society Board of Trustees

Regular Meeting of September 9, 2024

DRAFT

I. Call to order

A regular meeting of the Board of Trustees of the Goshen Public Library & Historical Society (GPLHS) was called to order by President Tina Fortugno at 7:01p.m. on Monday, September 9th 2024.

Attendance:

Board members present: Tina Fortugno, Bob Quinn, Emily Collado, Heather LaBruna, Michael Panzer, Robert Karchawer

Absent: Jim Langlois

Also in attendance: Jack Denman, finance manager; Joslyn Bowling Dixon, interim library director; Linda Hannigan, treasurer and accountant; Emelia Estep, Clerk of the Board.

II. Pledge of Allegiance

III. Review and Approve Agenda

[Action item] RESOLVED that the Board approve the Agenda as presented.

Motion: Trustee Robert Karchawer. Seconded by: Trustee Michael Panzer. (Approved 6-0-0)

IV. Presentation on accounting services from Linda Hannigan, CPA, of R.W. Schultz, Treasurer and Accountant for the GPL&HS.

Linda Hannigan, CPA of R. W. Schultz provided a presentation to the Board of Trustees on the services that R. W. Schultz provides for the library and historical society, including: functioning as an internal auditor quarterly, preparing W-2s and 1099 forms, and filing reports with the New York State Comptroller's office. She summarized the findings of the last audit the library had, the findings of which were that the library was in a good place and no corrections were required.

Trustee Bob Quinn inquired as to whether R. W. Schultz would be able to assist with the Journal project being undertaken by the Historical Society, and Linda said that that may be a possibility, and they agreed to circle back at another time.

V. Privilege of the floor- none

VI. Approval of the regular Board minutes of August 12, 2024.

[Action item] RESOLVED that the Board approve the minutes of August 12, 2024.

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

VII. Finances

Finance Manager Jack Denman highlighted that the GPLHS is under budget on the salary line by \$4,984 for the month of September. Overall, the library is more than \$30,800 under budget for the month of September and is \$27,493 under budget for the year. It was mentioned that some items are over budget for the month, but are still on budget for the year and should finish the year under budget, such as Adult Programs. Trustee Michael Panzer inquired into the Teen Books budget, as it is over budget, and Finance Manager Jack Denman said that he will look into it, but that it is likely over budget due to a yearly subscription such as Ebsco. Per a previous arrangement, Denman also reported that \$125,00 was moved from the NYLAF account into the Key account on September 5th, 2024.

a. Financial report for July 2024 – Jack Denman, Finance

[Action item] RESOLVED to approve the financial report for July 2024 as presented.

b. Warrant Schedule for July 2024

Motion: Trustee Heather LaBruna. Seconded by: Trustee Bob Quinn. (Approved 6-0-0)

[Action item] RESOLVED to approve the July 2024 warrant schedule as presented.

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

VIII. Director's Report—Joslyn Bowling Dixon, Interim Library Director

Interim Director Joslyn Bowling Dixon discussed her ongoing efforts to connect with staff. She has had one on one meetings with managers and staff, and has been tying up loose ends regarding matters that had previously been awaiting executive approval in the absence of a director. She and the staff worked together to look at and clarify job descriptions and responsibilities, especially as they pertain to the YA and Children's sections. She has resumed the standing meetings with managers, and has begun to hold a Town Hall for all staff. The next all staff meeting is set for September 20th, 2024. Union negotiations are ongoing at this time, and Interim Director Joslyn Bowling Dixon mentioned outstanding staff vacancies in the library.

Interim Director Bowling Dixon discussed how the building and grounds are progressing. As per the August meeting, BillCo was contracted under \$10,000 for a one-time immediate cleanup of the grounds, which all board members in attendance agreed was a marked improvement. Interim Director Bowling Dixon is still awaiting a contract proposal from BillCo after inquiries were made as per the August meeting to include services the Board of Trustees has inquired about. Pending a contract, BillCo will be handling the library's snow removal. Trustee Bob Quinn inquired about fall cleanup for October/November, and Interim Director Bowling Dixon

responded that BillCo is getting together a proposal. All BillCo contracts are pending approval at this time.

Interim Director Bowling Dixon briefly mentioned that the HVAC contract expires on September 18th, but deferred discussing until New Business.

Interim Director Bowling Dixon discussed the Jazz Band Concert, which went exceedingly well. Over 200 people were in attendance for the 20th year of the event. She also provided a brief overview of the summer reading program, including the slight decrease in numbers for volunteers and children's participation, although it was still fairly high, and recounted the joy of seeing the Adult Pizza Party.

She gave an overview of how the Koha migration has affected the library. There have been benefits and downsides of the new system. Circulation generally finds the process more difficult, as many functions that previously only had one step now have several, but tech services finds the new system to be beneficial. One major impact of the migration is that it has knocked out the library's self-checkout since early August. RCLS is working with the IT department to try to resolve it, and the next step will be to have an RCLS tech representative onsite.

Interim Director Bowling Dixon briefly discussed the potential of using Square for the Journal, and will be discussing it more with Trustee Bob Quinn, the Friends group, and the Historical Society.

The President of the Board briefly discussed being impressed by the reports from department heads and their use of data to assess public need and address it in future programming, as well as their acknowledgement of staff and volunteers in their reports.

Both the President of the Board and Interim Director Joslyn Bowling Dixon commended Young Adult Librarian Karen Golding for Goshen's first Battle of the Books team. Karen, who was in attendance in the audience, briefly spoke regarding the Battle of the Books team and plan for next year's team. Young Adult Librarian Golding expressed pride in her team for their hard work and effort in the Battle of the Books competition.

IX. Committee Reports

a. Standing Committees

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

b. Ad Hoc Committee

i. Historical Society Committee

Trustee Bob Quinn provided a brief report of concerns regarding the storage of materials which may be inappropriate for the Historical Society to keep or which are in bad condition. He specifically cited a ledger which is succumbing to mold and expressed concerns regarding potential health risks as well as the potential risk that it may spread to other historical documents. An idea was floated to possibly digitize items in the collection that may be too damaged to keep on site.

Trustee Quinn also spoke on the Battle of Minisink monument. There are concerns that without covering it somehow or moving it to a more sheltered area, cracks that have been found in the monument may become more severe should water get into the cracks and expand when it freezes. Jim Tarvin has proposed moving the monument to the alcove on the 207 side of the building. The area is covered by an overhang, and is already leveled with concrete. Trustee Quinn will get more information on signage and assess the space with the assistance of a local monument company.

Trustee Quinn also discussed the Journal project. Sal LaBruna made a mock up of the Journal with the use of a pay to print service. He will present on the Journal further at the next Board meeting on Monday, October 14th, 2024.

ii. Bylaws Committee

X. Reports from Partner Groups

a. Friends Liaison—Trustee Jim Langlois

Trustee Langlois is abroad and unable to speak on the Friends. Trustee Bob Quinn briefly mentioned an upcoming “Chains Across the Hudson” talk scheduled for Saturday, September 14th.

b. Junior Friends Liaison—Trustee Jim Langlois

Trustee Bob Quinn reported that the Jr. Friends raised over \$400 at the Big Band event. The Jr. Friends have also restructured their officers and will be holding once a month meetings on Sundays. They have decreased the hours of the bookstore to 2-4pm on Saturdays due to many volunteers having less time as school begins. The film festival will be pivoting to an open mic event due to a lack of video submissions, but the videos that were submitted will be played at the open mic night. A trivia event and tree lighting have been floated.

XI. New Business

a. Contract for HVAC

Interim Director Joslyn Bowling Dixon discussed the contract with Armastead, our current contractor for the mechanical aspect of the HVAC system will be expiring on September 18th. Due to some conflicting information, Interim Director Joslyn Bowling Dixon will be consulting with Finance Manager Jack Denman regarding the library’s contract with Automated Logic for the computer system of the HVAC system and clarifying if Armastead is also contracting with a 3rd party for the systems side of the HVAC system. The library currently contracts with

Automated Logic directly. The director recommended the board vote to renew the contract with Armastead for another year.

[Action Item] RESOLVED that the Board approve renewing the library's contract with Armastead for the HVAC system.

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

XII. Executive Session for the Purpose of Discussing Personnel Matters

[Action item] RESOLVED that the Board enter executive session at 8:28pm on Monday, September 9th, 2024.

Motion: Trustee Heather LaBruna. Seconded by: Trustee Bob Quinn. (Approved 6-0-0)

[Action item] RESOLVED that the Board end executive session at 10:08pm on Monday, September 9th, 2024.

Motion: Trustee Heather LaBruna. Seconded by: Trustee Bob Quinn. (Approved 6-0-0)

XIII. Privilege of the floor-

Lisa Taylor of Circleville, an employee of the Goshen Public Library and Historical Society spoke regarding the Big Band event. Several people came in on Monday after the event saying that they were sad they had missed the event, and saying things like "maybe I missed it". She recounted that some had said they hadn't realized it was going on until they drove past it on Sunday. Lisa expressed that she believed that a recent change to the website may have changed the amount of time the event was mentioned for.

XIV. Report of Trustee Continuing Education Credits

[Action Item] RESOLVED that the Board end the meeting on Monday, September 9th at 10:18pm

Motion: Trustee Robert Karchawer. Seconded by: Trustee Emily Collado. (Approved 6-0-0)

Next Regular Meeting: October 14, 2024 @ 7:00 pm.

Submitted by: Emelia Estep, Clerk of the Board