



Goshen Public Library and Historical Society Board of Trustees

Regular Meeting of October 14th 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 7:00p.m. on Monday, October 14th 2024.

Attendance:

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

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

II. Pledge of Allegiance

III. Review and Approve Agenda

[Action item] RESOLVED that the Board approve the Agenda with amendment of striking the RCLS Budget from New Business

Motion: Trustee Emily Collado. Seconded by: Trustee Robert Karchawer (Approved 7-0-0)

VI. Approval of the regular Board minutes of September 9th, 2024

[Action item] RESOLVED that the Board approve the minutes of September 9th, 2024.

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

[Action item] RESOLVED that the Board approve the minutes of special meeting September 16th and 25th, 2024.

Motion: Trustee Emily Collado. Seconded by: Trustee Michael Panzer. (Approved 7-0-0)

VI. Personnel Appointments.

[Action item] RESOLVED that the Board approve the following appointments as presented:

Appoint Iolana Camacho to substitute Library Clerk, Orange County Civil Service Title#1390, effective September 30, 2024.

Appoint Nicole Madsen to part time Library Clerk, Orange County Civil Service Title#1390, effective September 30, 2024.

Appoint Juliann Nascimento to part time Library Clerk, Orange County Civil Service Title #1390 effective October 2, 2024

Motion: Trustee Jim Langlois. Seconded by: Trustee Heather LaBruna (Approved 7-0-0)

VII. Finances

Finance Manager Jack Denman reported that the salary line of the Goshen Public Library and Historical Society is still under budget due to unfilled positions. The line for books should be on budget once the Baker and Taylor orders are completed. The library made a payment for insurance for \$11,309 and should be \$40,000 or so for the year. We are running \$32,571 under budget. There is almost \$51,000 in the Key Account. We should be getting 50% of the total tax levy from the school. Jack answered Board member questions regarding the schedule of the payments from the Tax Levy from the school. 40% should come in early November, and the last 10% should come in March 2025. Jack will update the Board regarding the 50% of the tax levy. Jack answered further Board member questions regarding income line 6 of the budget about the PILOT revenue for the year. Jack explained that the PILOT revenue is spread over the course of the year and does not come in on a consistent schedule. Another question regarding line 11 of the budget was raised regarding a Friends donation which has not come in yet. A question was raised regarding line 74: Other Professional Services which is over budget. It was explained that the services of Interim Director Bowling Dixon come from this line, which will even out when compared to the salary line. The copying lease was discussed. It is being handled differently this year, and as opposed to paying for every copy, should be \$658 per month for the entirety of the year as opposed to approximately \$8,000 and change in 2023. There is \$61,637 in the Capital Fund. Jack will check on the interest and fees of the account holding the Capital Fund. This month there were neither deductions nor additions. The Warrant schedule was discussed by the Board. The Davey Tree Expert had an appointment to come to the library, but did not come. The check in the schedule for them is for a retainer. Interim Director Bowling Dixon was asked to check the contract's renewal date. The bill for the services of Trugreen was slightly more this year than last year, despite that the library has less lawn to cover. Financial Manager Jack Denman will look into whether Trugreen utilizes chemicals. The Board discussed the Journal, and sending thank you notes for a donation. The Board also discussed raising the cap requiring two signatures on an outgoing library check. The current cap requires two signatures on amounts over \$3,000 dollars. The Board will evaluate amending this policy at the November meeting with a proposal to raise the cap to \$7,500 dollars.

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

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

Motion: Trustee Emily Collado. Seconded by: Trustee Jim Langlois (Approved 7-0-0)

b. Warrant Schedule for September 2024

[Action item] RESOLVED to approve the September 2024 warrant schedule as presented.
Motion: Trustee Heather LaBruna. Seconded by: Trustee Bob Quinn. (Approved 7-0-0)

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

Interim Library Director Bowling Dixon gave an overview of several points from her report.

She has been working with department heads and coordinators regarding procedures for contacting the appropriate person in the event that administrative staff are not present or available. There have been several instances in the past when during an evening or weekend, when administrative staff were not present, the staff have been uncertain of who to contact in an emergency. Interim Director Bowling Dixon is reinstating a previous library practice called Person In Charge. The most senior or knowledgeable person in the building in an absence of administrative staff or department heads will be the Person In Charge. They will be marked with a P on the schedule on days where administrative staff and department heads are not scheduled. She and the administrative staff and department heads have been working on updating the phone numbers on file to call for various scenarios and have been creating a working file containing next steps in the event of different scenarios. Interim Director Bowling Dixon gave the example of the phone and internet going out at the library today (October 14th 2024). RCLS was closed, and the phones were down. Administrative staff were able to locate instructions for getting the phones back up. Interim Director Bowling Dixon fielded Board questions regarding how the Person In Charge practice works, and whether it would have an impact on CSEA negotiations down the line.

Interim Director Bowling Dixon has been utilizing Town Halls with staff, and recaps the Board Meetings for the staff so that they are aware of what is going on while giving space for staff to raise questions and concerns. The next Town Hall will be on a Friday in the month of October. The staff seem to really like it, and the meetings have a good turnout. Interim Director Bowling Dixon fielded Board questions regarding the meetings, including explaining that even those not scheduled for Fridays are invited to come. It is a safe space for staff to voice concerns and is not recorded. Should a staff member be unable to make a meeting, Interim Director Bowling Dixon gives them an overview of what happened during the meeting.

Interim Director Bowling Dixon spoke to the Board about the Great Give Back, which officially happens on October 19th every year in New York State, but which does not only occur on this day. It is an annual event during which libraries in New York State perform acts of community service. Interim Director Bowling Dixon described several community service events which the library has been involved with.

Interim Director Bowling Dixon spoke on the upcoming Freedom to Read Day of Action. The library will be focusing on the election and empowering people to vote this year. She outlined several library events including button making, election themed storytimes, and other such events. The question was raised whether the Orange County Board of Elections might be able to do something for voter registration, or if they might be able to do a program explaining the ballot items in a non-partisan manner. Interim Director Bowling Dixon will be discussing

these ideas with department heads.

Interim Director Bowling Dixon gave an overview of the statistics and graphs she provided. All metrics are either holding steady or have slightly increased from this time last year, except for the metrics on Computer Guest Passes. Computer Guest Passes are used by those who do not have a library card to use the computer. It is possible that this decline reflects an increase of visitors in possession of a library card. Circulation numbers went up despite difficulties with the self checkout which began in August with the migration to the new catalog system.

The board asked Interim Director Bowling Dixon about waitlists for programs. Interim Director Bowling Dixon has had conversations with programming staff about waitlists for programs and when they are necessary. It has been suggested that waitlists be implemented when it would be possible to hold another session of a popular program. It was also asked if there are parameters or a threshold for sunsetting programs with consistently low attendance.

IX. Review of RCLS Budget for Fiscal Year 2025

[Action item] RESOLVED that the Board approve the proposed RCLS budget for Fiscal Year 2025.

Motion: Trustee Jim Langlois. Seconded by: Trustee Robert Karchawer. (Approved 7-0-0)

X. Discussion and Scheduling of Calendar for Events in the New Year

President Tina Fortugno discussed the calendar of events for the Board, especially as it pertains to forming the Budget committee for 2025 and the timeline of preparing the 2025 Budget and when to hold the 2025 Budget Vote. Trustee Jim Langlois has proposed that he would like to hear from the Library Staff regarding what they have in mind for the 2025 budget. Interim Director Bowling Dixon will be having discussions with department heads regarding the 2025 Budget. The Board further discussed scheduling the 2025 Budget Vote, and it was agreed to resume this conversation with dates for potential Board candidate applications.

XI. 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 reported on the Historical Society regarding digitization efforts and the cataloging of over 150 maps. He also discussed the Battle of Minisink Monument. The Board discussed possible locations and solutions for the Battle of Minisink Monument. More details regarding the monument were requested. The Journal is about 95% done. The Board discussed

the minutiae of financing and selling the Journal through the Friends group and the logistics involved. Each copy of the Journal will cost approximately \$7 to print, and the initial printing is planned to be for 150 copies.

ii. Bylaws Committee

XII. Reports from Partner Groups

a. Friends Liaison—Trustee Jim Langlois

Trustee Jim Langlois discussed the recent contributions of the Friends group: a Bilingual Computer Literacy System, Ancestry.com, and Museum Passes. About \$5,700 was donated by the Friends group. There was a good presentation last Saturday on the Ice Age in the Hudson Valley and how it created the scenery for the Hudson River Valley Art School. The next lecture is set to be on *Madams, Mobsters & Murder* on November 19th 2024. The Huge Book Sale by the Friends group is also scheduled for this weekend on October 18th and 19th. It was suggested that the Friends group may be able to contribute to an awning for the patio.

b. Junior Friends Liaison—Trustee Jim Langlois

Trustee Jim Langlois reported that the Jr. Friends group has not met in September.

XIII. New Business

a. Review of Automated Logic Contract

[Action item] RESOLVED to approve the Automated Logic Contract for service year 2024-2025.

Motion: Trustee Bob Quinn. Seconded by: Trustee Jim Langlois. (Approved 7-0-0)

b. Review of Billco contracts.

XV. Privilege of the floor

Note: The Board and Lisa Taylor who spoke at Privilege of the Floor agreed to move Privilege of the Floor to be before the Executive Session given the late hour.

Lisa Taylor of Circleville, a staff member of the library spoke on three topics:

There were two large round planters under the awning which had previously been personally tended to by Kathleen. Patrons have expressed that they miss the beautiful seasonal florals.

A patron mentioned that printed programs for adults were not also in Spanish. Currently, her children translate the programs for her.

When there is programming in the evening, the library is short staffed. Patrons have expressed that they would like to see more evening programs, but the staff have difficulty in evenings when programs are going on, especially regarding reference.

XIV. Executive Session for the Purpose of Discussing Personnel Matters

[Action item] RESOLVED that the Board enter executive session at 9:38pm

Motion: Trustee Jim Langlois. Seconded by: Trustee Michael Panzer. (Approved 7-0-0)

[Action item] RESOLVED that the Board exit executive session at 11:02 p.m. Action items follow.

Motion: Trustee Collado Seconded by: Trustee Panzer (Approved 7-0-0)

[Action item] RESOLVED that the Board approve entering into contract with library services search firm Bradbury Miller Associates for the fee of \$28,000 to fill permanent library director position.

Motion: Trustee Langlois Seconded by: Trustee Karchawer (Approved 7-0-0)

[Action item] RESOLVED that the Board approve the appointment of Kitty Ruberte-Smith to the full-time Marketing and Communications position.

Motion: Trustee Panzer Seconded by: Trustee Langlois (Approved 7-0-0)

[Action item] RESOLVED that Board approve the appointment of Karen Golding to the full-time Head of Young Adults/Children's Services position.

Motion: Trustee LaBruna Seconded by: Trustee Quinn (Approved 7-0-0)

[Action item] RESOLVED that the Board end the meeting of October 14, 2024, at 11:05 p.m.

Motion: Trustee Langlois Seconded by: Trustee LaBruna (Approved 7-0-0)

Next Regular Meeting: November 11, 2024 @ 7:00 pm.

Submitted by: Emelia Estep, Clerk of the Board