



Goshen Public Library and Historical Society Board of Trustees

Regular Meeting of December 9th, 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, December 9th, 2024

Attendance:

Board members present: Emily Collado Bob Quinn, 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.

Absent: Tina Fortugno, Heather LaBruna

II. Pledge of Allegiance

III. Review and Approve Agenda

[Action item] RESOLVED that the Board approve the Agenda

Motion: Trustee Robert Karchawer. Seconded by: Trustee Bob Quinn (Approved 5-0-0)

IV. Presentation on Local History Journal– Member of the Local History Committee

James Kuroski presented the Local History Committee's plan for the Local History Journal project, including how it will be distributed, and the involvement of the Friends Group.

[Action Item] RESOLVED that the Board approve the Local History Committee's plan for the Journal as described.

Motion: Trustee Jim Langlois. Seconded by: Trustee Michael Panzer (Approved 5-0-0)

VI. Approval of the regular Board minutes of November 11, 2024 and the special Board meeting minutes November 25, 2024.

[Action item] RESOLVED that the Board approve the minutes of November 11, 2024 and the special Board meeting minutes November 25, 2024.

Motion: Trustee Jim Langlois. Seconded by: Trustee Robert Karchawer. (Approved 5-0-0)

## VII. Finances

Finance Manager Jack Denman reported that the library has received the second check which represents 40% of the total tax levy from the school. As a whole, the library has received 90% of the tax levy. It was noted that the library paid Automated Logic, which receives bi-annual payments. The next payment should be in May or June 2025. A question was raised as to what else pertains to line 49- Building services. Finance Manager Denman explained that Bill Co. and the sprinkler system are also on line 49. The board asked if the line could be broken down further or added as an addendum. The budget should be on track to be under for the year. Finance Manager Denman deposited \$600,000 into the NYLAF account from the Key account. There is no word on when the library can expect the PILOT funds to come in. The library has not received a response from True Green regarding acreage and pesticides. Members of the Board requested that the procedures for bills be evaluated. Trustee Michael Panzer volunteered to stop in weekly for bills in order to avoid bills being paid without the Board looking at them first, without risking late fees. There was also a suggestion that some bills be approved by the Director and receive retroactive Board approval as needed.

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

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

Motion: Trustee Michael Panzer. Seconded by: Trustee Jim Langlois (Approved 5-0-0)

b. Warrant Schedule for October 2024

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

Motion: Trustee Jim Langlois. Seconded by: Trustee Michael Panzer (Approved 5-0-0)

## VIII. Discussion of the Battle of Minisink Monument.

Interim Director Bowling Dixon reported to the Board that after much consideration, the Battle of Minisink Monument will no longer be moved in front of the Donor wall. The new plan for the monument is to move it to the end of the stairs. Some concerns regarding protecting the monument were discussed. Interim Director Bowling Dixon invited the members of the Board to attend an upcoming meeting with the movers.

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

Interim Library Director Bowling Dixon discussed statistics for the library and her report.

Interim Director Bowling Dixon would like to give a year in review to the Board and Patrons.

Interim Director Bowling Dixon gave an overview of the plans she has made at the Board's request for the Bullet Grant. She discussed using the small meeting room instead of the YA room for the new Tech Lab. Her proposal meets all three points of the grant letter.

[Action Item] RESOLVED that the Board of Trustees approve expenditure from the Bullet Grant

for the Tech Lab as presented by the Interim Director to the Board.

Motion: Trustee Jim Langlois. Seconded: Trustee Robert Karchawer. (Approved 5-0-0)

#### X. SRI Fire & Security Proposal.

Interim Director Bowling Dixon gave an overview of the proposal given to the library by SRI Fire & Security after their fire inspection. The Board requested that a second opinion of what in the plan is needed be procured, as well as a breakdown of the costs associated with the proposal. The Board requested that Interim Director Joslyn Bowling Dixon check how much the library paid for the same service the last time they inspected the library. The Board also suggested asking the local fire department to come for another inspection. Questions the Board would like answered are: What is a water gauge? How many are there? Do they actually need to be replaced? How often is this inspection? Are these inspections yearly?

#### XI. Approval of 2025 Holidays

[Action Item] RESOLVED that the Board approve a calendar for 2025 with holidays and closings which mirror the 2024 calendar, subject to change pending negotiations.

Motion: Trustee Michael Panzer. Seconded: Trustee Robert Karchawer. (Approved 5-0-0)

#### XII. Approval of Calendar of Events for 2025

[Action Item] RESOLVED that the Board approve 2025 Vote related dates as presented.

Motion: Trustee Jim Langlois. Seconded: Trustee Robert Karchawer. (Approved 5-0-0)

#### XIII. Appointment of Budget Committee

Trustees Emily Collado and Jim Langlois volunteered to be on the Budget Committee.

#### XIV. 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- Nothing Further. Please see item IV. Presentation on Local History Journal
- ii. Bylaws Committee

#### XII. Reports from Partner Groups

##### a. Friends Liaison—Trustee Jim Langlois

The Friends Group will be having another speaker in March 2025.

Junior Friends Liaison—Trustee Tina Fortugno

Trustee Tina Fortugno reported in absentia that the Jr. Friends Group the Junior Friends Group had a lovely time giving out books at the tree lighting ceremony in town. The hope to have a trivia and/or open mic night in 2025.

XVII. Reorganization of Board Governance.

Trustee Bob Quinn announced his intentions to resign from the Goshen Public Library & Historical Society Board of Trustees effective December 31st. He has expressed that he is interested in remaining on the Historical Committee. Trustee Michael Panzer has offered to take over as Auditor of Bills as of now.

[Action Item] RESOLVED that the Board of Trustees accept Trustee Bob Quinn's Resignation effective December 31st, 2024.

Motion: Trustee Jim Langlois. Seconded: Trustee Michael Panzer. (Approved 5-0-0)

[Action Item] RESOLVED that the Board of Trustees accept Trustee Michael Panzer as Auditor of Bills Effective December 9th, 2024.

Motion: Trustee Robert Karchawer. Seconded: Trustee Bob Quinn. (Approved 5-0-0)

XVI. Executive Session for the Purpose of Discussing Personnel Matters

[Action item] RESOLVED that the Board enter executive session at 9:25pm

Motion: Trustee Michael Panzer. Seconded by: Trustee Jim Langlois. (Approved 5-0-0)

[Action item] RESOLVED that the Board exit executive session at 10:46pm.

Motion: Trustee Robert Karchawer. Seconded by: Trustee Jim Langlois. (Approved 5-0-0)

[Action item] RESOLVED that the Board end the meeting of December 9th, 2024 at 10:46pm

Motion: Trustee Robert Karchawer Seconded by: Trustee Bob Quinn (Approved 5-0-0)

Next Regular Meeting: Monday, January 13, 2025.

Submitted by: Emelia Estep, Clerk of the Board