



Goshen Public Library and Historical Society Board of Trustees

Regular Meeting of January 13th, 2025

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 7:07pm on Monday, January 13th, 2025

Attendance:

Board members present: Tina Fortugno, 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

- a. The recognition of Robert Quinn was removed from the agenda, and a discussion regarding a possible new webmaster for the library was added.

[Action item] RESOLVED that the Board approve the Agenda

Motion: Trustee Heather LaBruna. Seconded by: Trustee Robert Karchawer (Approved 6-0-0)

VI. Approval of the regular Board minutes of December 9th, 2025.

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

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

VII. Personnel Appointments

Appoint Krystal Coleman to part time library assistant. (Youth Services)

[Action item] RESOLVED that the Board approve the appointment of Krystal Coleman to part time library assistant.

Motion: Trustee Jim Langlois. Seconded by: Trustee Michael Panzer. (Approved 6-0-0)

Appoint Charles DeYoe to Interim Director of IT

[Action item] RESOLVED that the Board approve the appointment of Charles DeYoe to Interim Director of IT

Motion: Trustee Heather LaBruna. Seconded by: Trustee Robert Karchawer. (Approved 6-0-0)

Appoint Amber Kirkwood to Interim Director of Adult Services/Youth Services Programming

[Action item] RESOLVED that the Board approve the appointment of Amber Kirkwood to Interim Director of Adult Services/Youth Services.

Motion: Trustee Heather LaBruna. Seconded by: Trustee Michael Panzer. (Approved 6-0-0)

VIII. Finances

Finance Manager Jack Denman reported that line G49 Building Services is over budget due to Bill Co. Services. Finance Manager Denman will check the custodial budget on line G50. Line 27 for State Retirement is \$20,000 over due to rates being higher than anticipated this year. The Year to Date Budget is \$40,979 under budget, and appears to be running for the 2024 fiscal year. There is \$170,000 in the Key account and 1,491,292.72 in the NYLAF account. We will receive the final 10% of the tax levy from the school in March 2025. The CAPITAL fund has roughly \$61,637.14. The PILOT revenue has yet to come in . Finance Manager Jack Denman will reach out to find out when we can expect it.

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

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

Motion: Trustee Jim Langlois. Seconded by: Trustee Heather LaBruna (Approved 6-0-0)

b. Warrant Schedule for December 2024

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

Motion: Trustee Jim Langlois. Seconded by: Trustee Michael Panzer (Approved 6-0-0)

IX. Director's Report

Interim Director Bowling Dixon gave an overview of her director's report. Interim Director Bowling Dixon and the Board of Trustees also discussed CubeSmart Storage. Interim Director Bowling Dixon gave an overview of the Year in Review Stats and Infographic that she plans to share with the public.

X. Adoption of Policy for Notification of Data Breaches

[Action item] RESOLVED to approve the Policy for Notification of Data Breaches as presented.

Motion: Trustee Jim Langlois. Seconded by: Trustee Michael Panzer (Approved 6-0-0)

XI. Revisit of 2025 Holiday Calendar

[Action Item] RESOLVED that the Board approve adding Sunday, April 20th to the 2025

Holiday Calendar. The Goshen Public Library and Historical Society will be closed on that date.
Motion: Trustee Heather LaBruna. Seconded: Trustee Emily Collado. (Approved 6-0-0)

XII. Website Proposal Discussion

Interim Director Bowling Dixon presented a proposal from DevignDesign.com for designing a new library website. DevignDesign.com was the only company to respond to the request for proposal by the date of the Board meeting. The Board will review the proposal and consider voting on a web designer at the February meeting.

XIII. SRI Fire & Security Proposal

The Board discussed the invoice from SRI Fire & Security, and went over the answer to questions posed last meeting. The Library is required to do a sprinkler inspection once every five years for building safety.

[Action Item] RESOLVED that the Board approve expenditure on SRI Fire & Security contract.

Motion: Trustee Emily Collado. Seconded: Trustee Jim Langlois. (Approved 6-0-0)

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- Trustee Heather LaBruna reported that the bookstore is getting low on copies of the History Journal. There has been discussion of doing an event with some of the authors of the Journal, and doing a small run for additional copies for the event. The committee may also do a larger run for Great American Weekend.

- ii. Bylaws Committee

XV. Reports from Partner Groups

a. Friends Liaison—Trustee Jim Langlois

While the Friends did not meet in December, Trustee Jim Langlois reported that the bookstore, a vital source of funding for the group, has ample volunteers. The next speaker for the Friends will be in March 2025.

B. Junior Friends– No update as the group has not met since last meeting.

XVI. Executive Session for the Purpose of Discussing Personnel Matters

[Action item] RESOLVED that the Board enter executive session at 8:16pm

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

[Action item] RESOLVED that the Board exit executive session at 9:50pm

Motion: Trustee Heather LaBruna. Seconded by: Trustee Robert Karchawer. (Approved 6-0-0)

[Action item] RESOLVED that the Board end the meeting of January 13th, 2025 at 9:50pm

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

Next Regular Meeting: Monday, February 10, 2025.

Submitted by: Emelia Estep, Clerk of the Board