

Goshen Public Library and Historical Society Board of Trustees

Regular Meeting of April 14, 2025

Draft

I. Call to order

A regular meeting of the Board of Trustees of the Goshen Public Library and Historical Society (GPLHS) was called to order by President Emily Collado at 7:02 p.m. on April 14, 2025.

Attendance:

Board members present: Emily Collado, Tina Fortugno, Michael Panzer, Heather LaBruna, Julie Markey, Alison Newman, Lynn Tabbott. Also in attendance: Rose Chiocchi, newly hired library director. Absent: Jack Denman, financial manager.

II. Introduction of New Trustees

After introducing Trustees Markey, Newman and Tabbott, all newly elected trustees, including incumbents Collado and LaBruna, recited and signed trustee oaths. These oaths were notarized by Notary Public Salvatore LaBruna.

III. Review and Approve Agenda

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

*The date of the May meeting was corrected to read May 12, 2025.

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

IV. Formation of Nominating Committee

[Action item] RESOLVED that the Board approve the Nominating Committee.

This committee will present a slate of nominees for board offices to be voted on at the next regularly scheduled meeting on May 12, 2025. The committee consists of two members.

Trustees Panzer and Fortugno have volunteered to serve in this capacity.

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

V. Approval of the regular Board minutes of March 10, 2025, and special meeting minutes of April 7, 2025

[Action item] RESOLVED that the Board approve the regular meeting minutes of March 10, 2025, as amended.*

*Correction to spelling of names of Trustee Jim Langlois and Clerk of the Vote Sandra Delgado in Item X. Adding last names of Town Historian Michelle Figliomeni and Junior Friends of the GPLHS member Fiorello LaBruna in Item XIV.

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

[Action item] RESOLVED that the Board approve the special meeting minutes of April 7, 2025, as presented.

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

VI. Personnel Appointments

[Action Item] RESOLVED that the Board formally approve the appointments of Lynn Banghart to full-time Librarian I and Anne Tichy to part-time clerk.

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

VII. Finances

In the absence of Financial Manager Denman, the financial report for this meeting was presented by Trustee Panzer, who serves as Auditor of the Bills.

Special thanks were given to the community for approving the Library's budget for the upcoming year in the vote on April 9, 2025. Trustee Panzer reports that the big takeaway for this month is that the library is currently under budget. The last check from the Goshen Central School District has been received. For new Trustees, background was given for the Library's Key, NYLAF and Community Foundation of Orange & Sullivan accounts, as well as how school district payments to the library are made. Trustee Panzer mentioned that there was a plan for meeting with library accountants soon. Because the Library hasn't had an audit in a few years, an audit has been recommended by the library's accountants before the start of the new fiscal year on July 1. With a two-month lag in some bill payments, possible ways to improve processing were discussed. Karen Golding, Head of Children's and Young Adult Services, provided an explanation on how, when and by whom Library credit cards are used to Trustee Tabbott.

On the warrant report, Trustee Panzer pointed out some of the larger expenses for the month, including an \$18,000 payment to Bradbury Miller Associates, the firm hired to assist with the Library's director search.

[Action item] RESOLVED that the Board approve the financial report for March 2025 as presented.

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

[Action item] RESOLVED that the Board approve the March 2025 warrant schedule as presented.

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

VIII. Approval of Amendment to Bylaws

To ensure consistency in when Board offices are filled following the Library's annual election and budget vote, the Board suggested amending Article II ("Meetings"), Section 1 ("Organizational Meeting") of the Board of Trustees of the Goshen Public Library & Historical Society's Bylaws to read (change in italics): "The organizational meeting of the Library will be held in accordance with NYS Education Law at the *second regularly scheduled meeting* after the annual election, the date of which will be determined by Board resolution."

[Action item] RESOLVED that the Board approve the amendment to the Board of Trustees of the GPLHS's Bylaws.

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

IX. Open Items Discussion

This discussion centered on items awaiting resolution following the departure of former the former Interim Director.

- Filling the position of Clerk of the Board. There was a discussion about filling this position, which involves regular Board meeting attendance, meeting note-taking, assembling of Board packets and serving as Clerk of the Vote, among other duties.
- Tech Lab grant from Assemblyman Brian Maher. This 2023 grant totaled \$27,500 and is earmarked for makerspace technology and supplies. Interim IT Director Charles DeYoe is working on getting this tech space up and running in time for Assemblyman Maher's visit on August 12, 2025.
- GPLHS website. The revamped GPLHS website is slated to be online by May.
- RCLS email. Library employee email addresses are currently being switched to RCLS email addresses.
- Pollinator garden. This is a partnership with O&R Utilities. Discussion included where this relationship stood and who was in charge of upkeep. Golding of Children and Young Adult Services mentioned that O&R plans to return for more programming, including weekly offerings. Possible library contacts for this project are DeYoe and Amber Kirkwood (Head of Programming and Community Engagement).
- BILCO landscaping contract. Trustee Panzer will follow up with Denman to ensure a spring contract is being paid.

- Offsite storage. Erica Gati (Human Resources) and Gustavo Lopez (Building Maintenance) are working on sunsetting the storage unit, which currently houses material from the old building. Discussion included the potential for an on-site shed, which President Collado will be looking into.
- Strategic plan. This is part of RCLS's requirements for member libraries and will be on new Director Chiocchi's to-do list.
- Battle of Minisink monument. The monument will be moved into the Library at a future date, weather-dependent. Trustee Fortugno mentioned that careful thought and cultural consideration need to guide the final language on the monument's display and guide any accompanying events or presentations on the monument.
- Local History Room. Trustee Panzer expressed concern on the sunlight entering the Local History Room, which could potentially damage materials kept there. Trustee Fortugno reiterated her offer to document artifacts that were found and cataloged after the new Library building broke ground. Trustee LaBruna will follow up with Historical Society Committee on these matters.

X. Related Discussion: RCLS Minimum Standards for Member Libraries

A discussion of the annual report was tabled until next meeting, at which time Trustees and the new director have had a chance to look at the current iteration and provide feedback.

XI. Committee Reports

- a. Standing Committees – none
- b. Ad Hoc Committees
 - i. Historical Society Committee

The Committee held its monthly meeting today, April 14. Discussion included getting rid of donated bank ledgers, which are moldy. The Committee will notify the Board of Trustees when this occurs. There was also a discussion of artifacts found during the groundbreaking of the Library site. The Committee moved for the accession of the accompanying binder, which includes a detailed catalog of findings. There was also discussion on what to do with large topographic maps from out-of-area. No more than 35 copies of the History Journal remain, with more than 200 sold. The Committee expects to sell the remainder during the Great American Weekend events. To date, the Journal has netted the Friends of the GPLHS \$949. The editors of the Journal still have to meet about the next issue.

XII. Reports from Partner Groups

- a. The Friends of the GPLHS have a book sale coming up April 25 and April 26. May 10 will feature a presentation by Goshen Historian Ed Connor on the Church Park Historic District.
- b. Junior Friends of the GPLHS held an event on April 11, "Growing Up Goshen." About 25 people were in attendance and enjoyed sharing their Goshen recollections. The Friends

wish to thank Amber Kirkwood, who stayed throughout the event as the representative of the Library.

XIII. Privilege of the floor – None

XIV. Executive Session

[Action item] RESOLVED that the Board enter executive session at 8:25 p.m. for the purpose of discussing personnel matters.

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

[Action item] RESOLVED that the Board exit executive session at 9:00 p.m.

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

XV. Report of Trustee Continuing Education Credits

The trustees discussed CE credits and how these work with new trustees.

XVI. Adjournment

[Action item] RESOLVED that the Board adjourn the meeting at 9:08 p.m.

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

Next regular meeting: May 12, 2025, at 7 p.m.

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

