

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

Monthly Meeting Wednesday, June 26, 2024 4:00 P.M.

This meeting will be held in the conference Room of the
Town Hall and via Zoom Conference call Zoom Conference Link:
<https://us02web.zoom.us/j/8156306211>

Meeting ID: Dial number 815 8630 6211
Option 2: Dial-in number 1-929-205-6099

1. Call to order
2. Attendance
3. Minutes of: 1. Second amended minutes of April 17, 2024 amended on May 15, 2024
2. Regular Meeting minutes of May 15, 2024
4. Matters Arising from Minutes
5. Director's Report
6. Acting Treasurer's Report
7. President's Report
President review of minutes of history of relations since the Friends of the Library was established.
8. Old Business:
9. New Business:
10. Correspondence
11. Public Comment
12. Any other business rightly before the board.
13. Adjournment

NEXT MEETING WEDNESDAY July 17, 2024 AT 4:00 P.M.

Received June 24, 2024 @ 1:39 P.M.
Attest: Burton L. Blum
Goshen Town Clerk

GOSHEN PUBLIC LIBRARY
SECONDED AMENDED MINUTES OF BOARD OF DIRECTORS MEETING
Wednesday April 17, 2023
(Amended May 15, 2024 Meeting)

1. **Call to order:** Meeting called to order at 4:02 pm by Chairperson Henrietta Horvay
2. **Attendance:** Patricia Sanders; Johanna Kimball; Chairperson Henrietta Horvay; Lynette Miller; Anne Green; Library Director Tabitha Guarnier; Josephine Jones (zoom).
Others: First Selectman, Todd M. Carusillo; Selectman Scott Olson
3. **Minutes of the Regular Meeting of March 20, 2024 – amendments:**
 - Patricia Sanders, and Johanna Kimball names misspelled once.
 - # 5 Director's Report 3 Bulletin Lynette Miller made a motion with Anne Green seconding the motion to replace the Friends of the Library link on the Town Library website.
 - Anne Kelly, Past President of the Friends of the Library
 - Page 2, rather than attach a complete letter
 - Anne Green motions to accept the minutes as amended, Pat Sanders seconded, it passed unanimously
4. **Matters arising out of the minutes:** A motion to accept the amended minutes of the regular meeting of March 20, 2024 was made by Lynette Miller, Patricia Sanders seconded it and it was voted unanimously to amend as shown above.
5. **Public Comment:** Barbara Breor; Michelle Pratt; Anne Kelly; Marianne Stilson; Sarah Vallera; Dawna Beausoliel; Russell Hurley; Tony DeMarco; Kathy Kelly; Lucia Miller; Joyce Mowrey; Thy Ho; Susan Wheeler; Scott Olson; Michael Kelly; Marcella Olson
6. **Correspondence:** None
7. **Director's Report:** Library Director Tabitha Guarnieri reported that the Library usage statistics are consistent with the past couple of months. General patrons' visits are up. Statistics show visitors and website visits are increasing.

A **motion** was made to receive the Director's Report with the provision she submit the budget at the May meeting by Lynette Miller, seconded by Josephine Jones. **Voted unanimous.**
8. **Acting Treasurer's Report:**
A **motion** was made to receive report by Josephine Jones, seconded by Lynette Miller. **Voted unanimous.**
9. **Presidents' Report:** - None
10. **Old Business:**
Per the agenda – Lynette Miller addressed the board regarding matters before the board and CGS 53a-193.

A **motion** was made by Pat Sanders, **seconded** by Lynette Miller to table the acceptance of the three (3) page Library letter until the next meeting is held. The motion passed.

The Library Board of Directors has a new mail box.

A **motion** to approve \$100 for membership to the Association of Connecticut Library Board was tabled to the next meeting.

Lynette Miller **motioned** to table the discussion until next month, seconded by Anne Green and **passed** unanimously.

Lynette Miller recommended options for placement of the book:

- 1. Remove the book
- 2. Have book available digitally, as other library's do
- 3. Terminate visits by the children of the classes coming over from the school (parents responsibility). Change the age in the policy of unaccompanied minors in library to 16 yrs.
- 4. Put a dummy book in the place of the current location, which is in the third or fourth shelf in the adult section stating that the book is on the top shelf.

11. New Business:

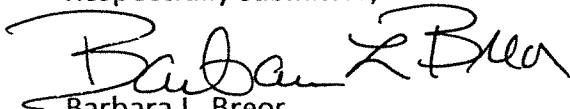
Dawn LaValle, Director of the Division of Library at the Connecticut State Library, was unable to attend. Johanna Kimball **motioned** to add Friends of the Library to the agenda, seconded by Pat Sanders. Voted unanimously. Johanna Kimball spoke as a friend of the Library; wants to invite Jeff Johnson to be added to the Library agenda seconded by Pat Sanders. Voted unanimously.

Discussion on minute procedures

12. Any Other Business rightly before the Board: Correspondence by Emily Cole, Children's Director, read into the record by Josephine Jones.

13. Adjournment: In a motion made by Anne Green to adjourn the meeting at 5:44 p.m., seconded by Pat Sanders. Voted unanimously.

Respectfully submitted,


Barbara L. Breor
Clerk Pro-Tem

Received May 17, 2024 11:01 AM
Attest 
Asst. Goshen Town Clerk

Goshen Public Library Board of Directors
Wednesday, May 15, 2024
Minutes

1. Chairwoman Henrietta Horvay called the meeting to order at 4:04 pm.
2. **Attendance:** Henrietta Horvay, Chairwoman; Josephine Jones; Patricia Sanders; Johanna Kimball; Lynette Miller; Anne Green; Tabitha Guarnier, Library Director
3. Patricia Sanders moved to accept the **Amended Minutes of April 17, 2024**. Josephine Jones seconded. All in favor. Discussion was held on corrections to be made to the minutes. Josephine Jones **moved** to accept the Second Amendment to the April 17 minutes. Patricia Sanders seconded. All in favor. Lynette Miller **moved** that we fully amended the minutes and the fully amended minutes be posted on line and all others be removed. Johanna Kimball seconded. All in favor.

Josephine Jones moved to accept the **Minutes of May 3, 2024**. Seconded by Johanna Kimball. Corrections: **Item 4 second paragraph** Boad should read Board

- **Item 4 first paragraph** "She gave packets for distribution to each of the members of the Library Board to **be reviewed and for them to respond to at the next meeting.**

Josephine Jones moved to accept the corrected minutes. Seconded by Lynette Miller. All in favor.

4. **Matters Arising from Minutes** Anne Green **moved** that we accept the correspondence in consideration. Seconded by Lynette Miller. All in favor.
5. **Director's Report:** Tabitha Guarnier, Library Director, the programs are about the same as they usually are. The art exhibit, kid's art, was special and drew more patrons in and prettied up the library. The stats are still going up. A huge jump on hits on the website. June 10th will be the Summer Reading kick-off date. Discussion about the budget. Patricia Sanders **moved** to accept the Director's Report. Seconded by Josephine Jones. All in favor.
6. **Acting Treasurer's Report:** The report was looked over. It was noted that the Harmon Fund and the Library Fund are both up. Johanna Kimball **moved** to receive the Acting Treasurer's Report. Seconded by Josephine Jones. All in favor.
7. **President's Report:** Mrs. Horvay reported that she has been researching the Board minutes from 1999 to present to find out how the Friends of the Library was established. Next meeting she will give a summary on the Friends of the Library and some parts of procedure. She was given a copy of By-Laws for the Friends of the Library. There has not been any real reports given to the Library Board of Directors since Pat Reilly and Jeff Johnson had stepped down as members. She passed out a letter from the attorney about Fiduciary Responsibilities of the Board. She hopes that this will help move everything forward and that the Board, Friends and staff will all get along again.

Johanna Kimball **moved** to accept the verbal report. Seconded by Anne Green. All in favor.

8. Old Business: Receive response to Challenge of Gender Queer: Josephine Jones **moved** to receive Tabitha's letter. Seconded by Lynette Miller. All in favor

Discussion and approval of Association of Connecticut Library Board Membership Application 2024 The Board of Directors have been members going back many years. We receive a quarterly magazine. The dues went from \$50 up to \$100 a few years ago. Johanna Kimball **moved** to approve the Application of Association of Connecticut Library Board Members for 2024. Seconded by Anne Green. All in favor.

Matter on the table; Placement of Gender Queer book. Discussion was had about Board responsibilities vs Directors responsibilities. Tabitha Guarnier stated that she has placed the book in the Adult Non-Fiction Collection Section shelved according to the Dewey Decimal system. This section is located in the upstairs section.

Lynette Miller asked for a roll call vote.

Lynette Miller **moved** to have a vote of the Library Board of Directors to place the book on the top shelf with a dummy book, exact same book that I will pay for it, in the lower location if it is on a lower shelf indicating the book is on the top shelf with the exact same jacket of the book and the Dewey Decimal number on it. Seconded by Anne Green. **In favor:** Lynette Miller and Anne Green; **Against:** Josephine Jones, Johanna Kimball, Patricia Sanders, Henrietta Horvay. Motion fails

Josephine Jones **moved** to leave the book, Gender Queer, on the shelf where Tabitha says it belongs, in the Adult Non-Fiction section upstairs. Seconded by Johanna Kimball. **In favor:** Josephine Jones, Johanna Kimball, Patricia Sanders, Henrietta Horvay **Against:** Lynette Miller **Abstained:** Anne Green. Motion carries.

9. New Business: Jeff Johnson, Friends of the Goshen Public Library. Jeff Johnson was introduced and passed out the By-laws of the Friends of the Goshen Public Library and two agreements governing the funds. The Friends were founded in 2002. Discussion ensued about the creation of the Friends and their purpose. The Friends are responsible for the Annual Book Sale at the Goshen Fair, the proceeds help with purchase of the passes that the Library hands out, snacks for programs, and some of the programs. In 2006 there were two funds set up with \$5000 each one in Torrington and Waterbury Community Funds. The Library Board of Directors had done Wine Tastings in the past and the funds were given to the Friends.

10. Correspondence: Patricia Sanders **moved** to accept the letter from the attorney in regards to Fiduciary and Other Responsibilities of Board Directors. Seconded by Henrietta Horvay. All in favor. Letter is attached.

Lynette Miller **moved** to accept the letter Henrietta Horvay received regarding Friends of the Goshen Public, Inc. – Expectations and Concerns. Seconded by Patricia Sanders. All in favor. Letter is attached.

11. **Public Comment:** People who spoke:

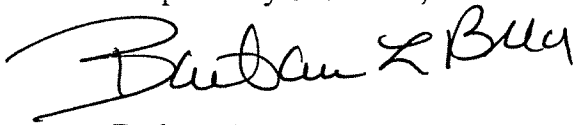
- Charlotte Jones
- Scott Olson
- Thy Ho
- Scott Fellows
- Don Wilkes
- Anne Kelly

Anne Green left the meeting at 6:15 pm

12. **Any Other Business:** none

13. **Adjournment:** Lynette Miller **moved** to adjourn at 6:18 pm. Seconded by Josephine Jones. All in favor.

Respectfully Submitted,



Barbara L. Breor
Clerk Pro-Tem

Received May 17, 2024 11:01 AM
Attest [Signature]
asst. Goshen Town Clerk

Director's Report
Goshen Public Library
May 2024
Held June 26th, 2024
All Programs on Zoom unless otherwise marked.

Programs

May 1st, Wednesday – Story Time – 12 patrons (in person)
 May 3rd, Friday – Mother's Day Crafts – 13 patrons (in person)
 May 4th, Saturday – Great Decisions – 3 patrons
 May 6th, Monday – Mark Albertson – 10 patrons
 May 7th, Tuesday – Story Time – 7 patrons (in person)
 May 8th, Wednesday – Story Time – 17 patrons (in person)
 May 10th, Friday – Dungeons and Dragons (group 1) – 9 patrons (in person)
 May 12th, Sunday – Dungeons and Dragons (group 2) – 3 patrons (in person)
 May 13th, Monday – Page Turning Talks – 4 patrons (in person)
 May 13th, Monday – History Club – 3 patrons
 May 14th, Tuesday – Story Time – 9 patrons (in person)
 May 15th, Wednesday – Story Time – 8 patrons (in person)
 May 20th, Monday – Breakfast Book Club – 11 patrons (in person)
 May 21st, Tuesday – Story Time – 6 patrons (in person)
 May 28th, Tuesday – Story Time – 4 patrons (in person)
 May 29th, Wednesday – School Visit – 133 patrons (in person)

Hoopla:	2024	2023	2022	2021	2020
Audiobooks & Music	69	49	35	31	21
eBooks	27	28	12	6	16
Movies & TV	33	11	12	16	2
Kanopy (tickets; previously views):	110	41	23	27	36

Statistics for May	2024	2023	2022	2021	2020
General Patron Visits	589	519	474	327	0
Website Visits	4518(2679)	1957(1091)	1291(883)	2063(966)	2118(707)
Computer & WiFi	26	22	17	22	0

Circulation Statistics	2024	2023	2022	2021	2020
Adult Book Circulation	465	434	392	421	205
YA Book Circulation	386	17	10	11	11
Children's Book Circulation	22	313	306	242	25
Graphic Novels	27	-	-	-	-
Periodicals	23	30	22	18	28
Adult Videos/DVD	8	61	54	26	38
Children's Videos/DVD	2	3	9	7	1
Audiobooks	13	5	5	4	7
Museum Passes	2	6	1	0	0
InterLibrary Loan	80	53	44	43	0
Total Circulation	1028	983	911	782	326

Overdrive	2024	2023	2022	2021	2020
eBook	103	83	102	82	73
eBook Holds	194	159	129	100	100
Audiobooks	322	108	103	94	81
Audio Holds	150	97	59	71	71
Overdrive Magazines	65	4	7	2	7

Upcoming Programs: June - August

**this is excluding story times (Tuesday/Wednesday mornings) and the weekly History Club meetings on Monday afternoons at 4pm*

Adult Programs

Monday, June 24th at 9:30am – Breakfast Book Club

A monthly fiction book club that meets on the 4th Monday of each month with light breakfast foods provided. We are continuing through the works of Jodi Picoult with *Second Glance*. Books will be available for pickup at the front desk!

Monday, July 8th at 10:30am – Page Turning Talks

A monthly non-fiction book club that meets on the 2nd Monday of each month, featuring non-fiction titles that are sure to spark discussion! Our July book is *The Monk of Mokha* by Dave Eggers.

Friday, July 19th from 4:00 – 5:45pm – Ice Cream Social (all ages)

July is National Ice Cream Month! Stop by the library on Friday, July 19th, between 4:00 – 5:45pm for ice cream and socialization. And maybe grab a book or movie to check out!

Emily will also be doing a sand art craft during this time.

Saturday, August 10th @ 11:00am – Pollinators and Their Effect on Our Ecosystem

We depend on honeybees for at least one third of the food that we eat every day. Learn about our most important pollinators and the Beekeepers that tend to them as well as the benefits of protecting our pollinators. Examine endangered species and how important honeybees are to apple crops.

Children's Programs

ALL SUMMER – Summer Reading Program

Children who visit the library to take out a book, audiobook, dvd, or just show off their school reading log will be rewarded! Prizes include dog tags, water bottle stickers, finger lights, activity books, Swiftie swag, and more!

Also, join us each Wednesday afternoon for a family activity with Miss Emily!

Friday, July 12th at 6:30pm – Dungeons and Dragons (first group)

We'll be playing Dungeons & Dragons, a classic fantasy role-playing game. Students in middle school and high school are welcome. Exercise your imagination and creativity in this one-night campaign meant for beginners. Bring your own character sheets or use a pre-generated one from our Dungeon Master! Pizza and snacks will be provided.

Sunday, July 14th at 10:00am – Dungeons and Dragons (second group)

Our new, second group will be playing Dungeons & Dragons, a classic fantasy role-playing game. Students in middle school and high school are welcome. Exercise your imagination and creativity in this one-day campaign meant for beginners. Bring your own character sheets or use a pre-generated one from our Dungeon Master! Snacks will be provided. ***Please Note: This event takes place at Goshen Church of Christ Congregational, 5 Old Middle Street, Goshen, CT.***

Town of Goshen
Profit & Loss Budget vs. Actual
July 2023 through June 2024

	<u>Jul '23 - J...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Bud...</u>
Ordinary Income/Expense				
Expense				
LIBRARY				
5003-21 · Clerical Wages - Library	805.38	668.00	137.38	120.6%
5810-21 · Books Purchased	14,583.94	17,500.00	-2,916.06	83.3%
5237-21 · Computer Supplies	1,552.53	1,750.00	-197.47	88.7%
5238-21 · Computer Support	5,309.15	7,200.00	-1,890.85	73.7%
5232-21 · Equipment Repair	0.00	250.00	-250.00	0.0%
5220-21 · Legal Notices	0.00	25.00	-25.00	0.0%
5001-21 · Library Director	43,125.00	55,000.00	-11,875.00	78.4%
5002-21 · Library Staff Wages	68,051.75	70,486.00	-2,434.25	96.5%
5223-21 · Meetings & Dues	504.50	800.00	-295.50	63.1%
5215-21 · Mileage Reimbursements	36.88	750.00	-713.12	4.9%
5250-21 · Miscellaneous	2.51	75.00	-72.49	3.3%
5211-21 · Office Supplies	664.63	800.00	-135.37	83.1%
5813-21 · Other Media Purchases	2,853.09	3,000.00	-146.91	95.1%
5811-21 · Periodicals Purchased	1,881.50	2,100.00	-218.50	89.6%
5214-21 · Postage	582.87	1,200.00	-617.13	48.6%
5235-21 · Professional Development	200.00	300.00	-100.00	66.7%
5850-21 · Programming	0.00	300.00	-300.00	0.0%
5217-21 · Supplies	214.66	300.00	-85.34	71.6%
5812-21 · Videos Purchased	2,386.09	2,300.00	86.09	103.7%
Total LIBRARY	<u>142,754.48</u>	<u>164,804.00</u>	<u>-22,049.52</u>	<u>86.6%</u>
Total Expense	<u>142,754.48</u>	<u>164,804.00</u>	<u>-22,049.52</u>	<u>86.6%</u>
Net Ordinary Income	<u>-142,754.48</u>	<u>-164,804.00</u>	<u>22,049.52</u>	<u>86.6%</u>
Net Income	<u><u>-142,754.48</u></u>	<u><u>-164,804.00</u></u>	<u><u>22,049.52</u></u>	<u><u>86.6%</u></u>

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS
TREASURER'S REPORT
Wednesday June 26, 2024

Funds held by the Town of Goshen for Goshen Public Library purposes only:

1. Harmon Fund:

The Harmon Fund is held in a Certificate of Deposit and a Money Market account, both at Torrington Savings Bank (TSB). The CD principal is \$35,000. This CD matures on 3/07/2025 and will earn 0.25% interest.

Beginning Balance:	\$ 5,129.64
Deposit interest 5/31	7.41
Credit interest	.43

The ending balance May 31, 2024	\$ 5,137.48
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No withdrawals were made from the Money Market account May.

2. The Library Fund:

The balance of the due/to fund remains at \$8,928.87 as per the last report.

GOSHEN PUBLIC LIBRARY
MONIES RECEIVED:

	Replaced/books	Fines	Copy/Printer	Fax	TOTAL
July 2023	-0-	-0-	38.20	21.00	59.20
August 2023	35.00	4.00	27.85	13.00	79.85
September 2023	-0-	22.00	21.90	2.00	45.90
October 2023	-0-	13.25	17.40	3.30	33.95
November 2023	0-	2.00	15.40	-0-	17.40
December 2023	15.00	-0-	9.15	5.00	29.15
January 2024	-0-	10.25	35.80	12.00	58.05
February 2024	-0-	8.65	25.15	6.00	39.80
March 2024	-0-	19.00	34.45	1.00	54.45
April 2024	25.00	30.75	140.10	2.00	171.15
May 2024	5.00	26.75	143.00	3.00	167.75