

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

Monthly Meeting Wednesday, December 17, 2025 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/84631800059>

Meeting ID: Dial number 846 3180 0059

Dial by your location: 1-929-205-6099

1. Call to order
2. Attendance
3. Minutes of: Regular Meeting of October 15, 2025
Special Meeting of October 24, 2025
Special Meeting of November 10, 2025
Special Meeting of November 12, 2025
Regular Meeting of November 19, 2025
Special Meeting of December 5, 2025
4. Matters Arising from Minutes
5. Interim Library Director/Director Report
6. Treasurer's Report – November
7. President's Report: Status of New Library Director
8. New Business:
 1. Election of officers: President, Vice President, Treasurer, Assistant Treasurer and Secretary
9. Old Business: Computers Status
10. Correspondence:
11. Public Comment:
12. Any other business rightly before the board.
14. Adjournment

NEXT REGULAR MEETING WEDNESDAY January 21, 2026 AT 4:00 P.M.

Received Dec. 15, 2025 @ 1:44 P.M.

Attest: Beth Ann Z. Brier
Goshen Town Clerk

**Goshen Public Library Board of Directors
Wednesday, October 15, 2025
Meeting Minutes**

1. Chairwoman Henrietta Horvay called the meeting to order at 4:03pm.

2. **Attendance:** Henrietta Horvay, Chairwoman; Josephine Jones; Patricia Sanders; Lynn Barker Steinmayer, Interm Director; Lynette Miller and Anne Green. Johanna Kimball is excused from meeting.

3. **Minutes of:**

Regular Meeting of September 17, 2025. Patricia Sanders made a motion to accept the regular meeting minutes, Josephine Jones seconded. All in favor.

Special Meeting of September 23, 2025. Lynette Miller made a motion to accept the special meeting minutes. Patricia Sanders seconded. All in favor.

4. **Matters Arising from Minutes:**

Corrections needed for Regular Meeting of September 17, 2025. Number 3 Should state, "Josephine Jones made a motion to accept the regular meeting minutes of August 18, 2025." Also, number 5. Need to remove 5th sentence.

5. **Interim Library Director Report:** Lynn Barker Steinmayer reviewed the Directors Report. Patricia Sanders made a motion to accept the Directors Report. Lynette Miller seconded. All in favor.

6. **Treasurers Report – September:** (See attached). Lynette Miller reviewed the Treasurers Report. Corrections needed. Need to correct 1a, Ending balance, from June to September. Also, need to correct Number 3. Should state. "Money collected September 2025" instead of July. Also, need to correct 1a, Beginning balance reads May. It needs to be corrected to August. Josephine Jones made a motion to receive amended report. Anne Green seconded. All in favor.

7. **Presidents Report:**

1. **Letter to First Selectman – Todd Carusillo. Dated 9/22/2025. Reference motions of 9/17/2025 meeting.** (See letter attached to agenda). Lynn Barker Steinmayer stated that the three computers have been installed. Patricia Sanders made a motion stating that Anne Green will write a note to Todd Carusillo, First Selectman, asking for answers to number two in the letter and also to number 4. Lynette Miller seconded. All in favor.

2. **Staffing of Library – Volunteers:** Henrietta Horvay stated the Library needs help from the Board, and that the Board does not have enough hours.

8. **New Business: Staffing of Library:** Lynette Miller stated that the Board needs to discuss Library hours and staffing. Henrietta Horvay stated that a special meeting is needed to discuss this.

9. **Old Business:**

1. **Status of new policies sent to Dawn LaValle in Middletown.** Lynn Barker Steinmayer stated that she is looking at Dawn LaValle's revisions. Lynn stated she will make revisions and send the completed policies out to the board.

10. **Correspondence:** None.

11. **Public Comment:**

Nancy Meyer

12. **Executive session to discuss Library Director applications.** Josephine Jones moved to enter into executive session. Patricia Sanders seconded. Meeting adjourned at 5:06 PM.

Motion to go out of executive session at 5:54 PM by Josephine Jones and seconded by Lynette Miller. All in favor.

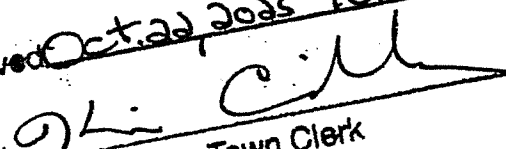
Motion to adjourn meeting at 5:55 PM made by Josephine Jones and seconded by Patricia Sanders. All in favor.

Respectfully Submitted,

Willow P. Scott 

Willow P. Scott
Commission Clerk

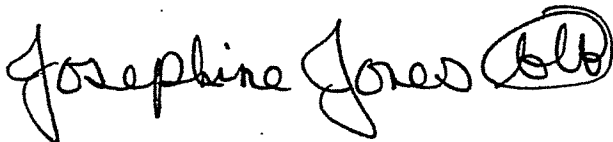
Received Oct. 22, 2025 10:12 AM

Attest 
Asst. Goshen Town Clerk

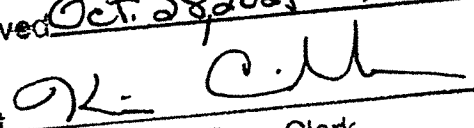
GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS
SPECIAL MEETING October 24, 2025
10 AM - Goshen Town Hall Conference Room

1. Henrietta Horvay, President, called the meeting to order at 10:06 AM.
2. Attendance: Henrietta Horvay, President, Anne Green, Josephine Jones, Johanna Kimball, Lynette Miller, Patty Sanders
3. Lynette Miller made the motion to go into Executive Session to discuss Library Director Applicants at 10:07; Josephine Jones seconded it; all in favor. At 10:44 Lynette Miller made the motion to come out of Executive Session; Josephine Jones seconded; all in favor.
4. Staffing of Library: a discussion ensued about filling hours that weren't covered by two people (staff and/or volunteers) in the library at all times. One suggestion was to see about the possibility of hiring a temporary library aide for up to 12 hours a week
5. Adjournment: Lynette Miller made the motion at adjourn at 11 AM; seconded by Josephine Jones; all in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Josephine Jones". To the right of the signature is a circled set of initials, "BJJ".

Josephine Jones, Vice President

Received Oct. 28, 2025 1:27 PM
Attest 
Asst. Goshen Town Clerk

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

SPECIAL MEETING November 10, 2025

11 AM - Goshen Town Hall Conference Room

1. Henrietta Horvay, President, called the meeting to order at 11:01 AM.

2. Attendance: Henrietta Horvay, President, Anne Green, Josephine Jones, Johanna Kimball, Lynette Miller, Patty Sanders; Seth Breakell, 1st Selectman elect, Denise Kim.

3. At 11:02 Johanna Kimball made the motion to go into Executive Session; Josephine Jones seconded; all in favor.
Lynette Miller, seconded by Johanna Kimball, motioned to invite Seth Breakell into executive session; all in favor. Lynette Miller, seconded by Patty Sanders, motioned to invite Denise Kim into Executive Session; all in favor.

At 12:24 Josephine Jones, seconded by Johanna Kimball, motioned to come out of Executive Session and to have a short break. All in favor. Denise Kim left. Seth Breakell left.

12:34 the meeting resumed

4. Discussion of applicant and potential hiring - Lynette Miller, seconded by Patty Sanders, motioned to table this. All in favor.

5. Approve new policies for State Library - After discussion, Lynette Miller, seconded by Josephine Jones, motioned to approve the following policies and have Lynn Steinmeyer, the acting Librarian, forward them to the State Library.

All in favor. The policies are:

Collection Development and Maintenance Policy;

Material Review and Reconsideration Policy;

Goshen Public Library Display Policy;

and Goshen Public Library Program Policy.

6. Email for First Selectman reference computers Computer Obsession/Yukatech. After discussion, Lynette Miller, seconded by Patty Sanders, made the following motion: As we never authorized Yukatech because we are still under contract with Computer Obsession, and Computer Obsession still needs to be paid, therefore we authorize Computer Obsession to be paid the remaining \$750 for the second part of their contract to utilize

their support services. Further, let it be known that we did not authorize any expenditures to Yukatech. All in favor.

7. Adjournment. At 12:47 Patty Sanders, seconded by Johanna Kimball, motioned to adjourn. All in favor.

Respectfully submitted,

Josephine Jones VP

Josephine Jones, Vice President

Received Nov. 12, 2025 @ 9:47 AM.

Attest *Barbara Z. Burr*
Goshen Town Clerk

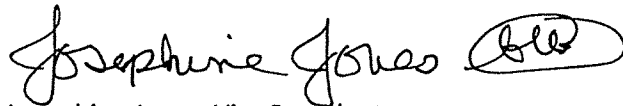
GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS
SPECIAL MEETING November 12, ~~2015~~ 2025
2 PM - Goshen Town Hall Conference Room

1. Call to Order: Henrietta Horvay, Board President, called the meeting to order at 2:05pm.
2. Attendance: Henrietta Horvay, Board President, Anne Green, Josephine Jones, Johanna Kimball, Lynette Miller, Patty Sanders; First Selectman Elect Seth Breakell.
3. Executive Session - Personnel Matters as per CGS: 1-200(C)(6)(A) - Employment of a Library Director:
at 2:06 Lynette Miller made the motion to go into executive session, seconded by Anne Green; all in favor.

Ms Miller made the motion, seconded by Ms Kimball, to let Mr Breakell into the executive session; all in favor.

At 3:10 Ms Sanders made the motion, seconded by Ms Green, to come out of executive session; all in favor.
4. Adjournment: At 3:11 Ms Miller, seconded by Ms Sanders, made the motion to adjourn; all in favor.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Josephine Jones", followed by a circled set of initials "BJJ".

Josephine Jones, Vice President

Received Nov 13, 2025 @ 8:26 AM

Attest 
ASST. Goshen Town Clerk

**Goshen Public Library Board of Directors
Wednesday, November 19, 2025
Regular Meeting Minutes**

1. CALL TO ORDER: Chairwoman Henrietta Horvay called the meeting to order at 4:03pm.

2. ATTENDANCE: Henrietta Horvay, Chairwoman; Lynette Miller; Patricia Sanders; Kristen Durso; Rebecca Prause; Lynn Barker Steinmayer, Interim Director. Anne Green is excused from the meeting.

3. MINUTES OF:

MOTION by Ms. Miller and seconded by Ms. Sanders, it was VOTED to TABLE the minutes from the October 15, 2025 regular meeting, October 24, 2025 special meeting, November 10, 2025 special meeting and November 12, 2025 special meeting. Motion carries.

4. MATTERS ARISING FROM MINUTES:

MOTION by Ms. Miller and seconded by Ms. Sanders, it was VOTED to TABLE the matters arising from minutes. Motion carries.

5. INTERIM LIBRARY DIRECTOR/DIRECTOR REPORT: Lynn Barker Steinmayer reviewed the attached interim library director report dated for November 19, 2025. Chairwoman Horvay noted that the Profit & Loss Budget vs Actual does not reflect a \$750 check for computer support.

MOTION by Ms. Miller and seconded by Ms. Sanders, it was VOTED to ACCEPT the Interim Library Directors Report dated November 19, 2025. Motion carries.

6. TREASURER'S REPORT: Ms. Miller reviewed the treasurer's report for October 2025 activity and gave a brief history of the Harmon and Library Fund as per Ms. Durso's request.

MOTION by Chairwoman Horvay and seconded by Ms. Sanders, it was VOTED to RECEIVE the Treasurer's report for October 2025 activity. Motion carries.

7. PRESIDENTS REPORT: Chairwomen Horvay introduced new members Kristen Durso and Rebecca Prause.

8. NEW BUSINESS: 2026 Calendar was reviewed and accepted.

MOTION by Ms. Miller and seconded by Ms. Sanders, it was VOTED to ACCEPT the 2026 Library Board Meeting Calendar. Motion carries.

9. OLD BUSINESS: Ms. Miller clarified that the state statute number does not need to be on the agenda for executive session as long as agenda states executive session. It was noted that Chairwoman Horvay would bring in the signed voucher tomorrow or Friday for Linda Benedict to be paid out for lodging for a library conference attended. This had been approved/voted on by the board 2 times prior. Possibility of increasing the professional development line items was discussed.

10. CORRESPONDENCE: It was agreed that correspondence received via email regarding the computer contract would be discussed at the next meeting since not all correspondence was available.

11. **PUBLIC COMMENT:** Ms. Kimball reminded the board that when a treasurer's report is done that it is to be received and not accepted. The clerk will change motion above to indicate that it was received.

MOTION by Ms. Miller and seconded by Ms. Prause, it was VOTED to move item 13. Any other business rightly before the board to come before 12. Executive session . Motion carries.

13. **ANY OTHER BUSINESS RIGHTLY BEFORE THE BOARD:** Representative from computer support company did not zoom in and it was noted that his check did go out in the mail.

MOTION by Ms. Miller and seconded by Ms. Prause, it was VOTED to approve the following individuals to attend executive session: Johanna Kimball, Josephine Jones and 1st Selectman Breakell . Motion carries.

12. **EXECUTIVE SESSION: LIBRARY DIRECTOR APPLICANT**

MOTION by Ms. Miller and seconded by Ms. Prause, it was VOTED to go into Executive Session at 4:34pm . Motion carries.

MOTION by Ms. Miller and seconded by Ms. Sanders, it was VOTED to end Executive Session at 5:14pm . Motion carries.

14. **ADJOURNMENT:**

MOTION by Ms. Sanders and seconded by Ms. Miller, it was VOTED to adjourn at 5:15pm . Motion carries.

Respectfully Submitted,



Lori Clinton,

Clerk Pro-Tem

Received Nov 20, 2025 07 11:02 A.M.

Attest Barbara Z. Burr
Goshen Town Clerk

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

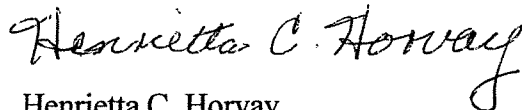
SPECIAL MEETING DECEMBER 5, 2025

1:30 P.M. – GOSHEN TOWN HALL CONFERENCE ROOM

1. Call to Order: Henrietta Horvay, President, called the meeting to order at 1:31 P.M.
2. Attendance: Henrietta Horvay, Anne Green, Lynette Miller, Kristen Durso, Rebecca Prause, First Selectman, Seth Breakell. Patty Sanders was excused from the meeting.
3. Executive Session: At 1:32 P.M. Anne Green made a motion to go into Executive session and seconded by Lynette Miller; all in favor.

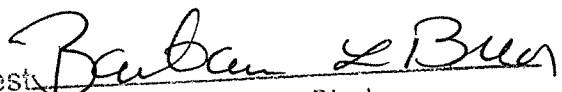
At 3:30 P.M. Lynette Miller made a motion, seconded by Anne Green to come out of executive session; all in favor.
4. Adjournment: At 3:31 P.M. Lynette Miller made a motion to adjourn; seconded by Rebecca Prause; all in favor.

Respectfully submitted,



Henrietta C. Horvay
President

Received Dec. 8, 2025 @ 10:49 AM

Attest 
Goshen Town Clerk

Goshen Public Library
Director's Report for November
For December 17, 2025 Meeting

Programs:

Monday November 3 – Mark Albertson – 11 Patrons
Wednesday November 5 – Story Time – 5 patrons
Thursday November 6 – Babies & Board Books – 15 patrons
Monday November 10 – History Discussion – 4 patrons
Thursday November 13 – Babies & Board Books – 19 patrons
Friday November 14 – Non-fiction Book Discussion – 6 patrons
Monday November 17 – History Discussion – 5 patrons
Tuesday November 18 – After School Program – 7 patrons
Wednesday November – GCS School Visits – 44 patrons
Thursday November 20 – Babies & Board Books –
Thursday November 20 – GCS School Visits – 88 patrons
Friday November 21 – Breakfast Book Group – 10 patrons
Saturday November 22 – Gratitude Garland – 5 patrons
Monday November 24 – History Discussion - 4 patrons
Tuesday November 25 – After School Visits – 3 patrons
Wednesday November 26 – Story Time – 8 patrons

Hoopla:

Audio	51
eBook & Comics	22
Movie & TV	28

OverDrive:

eBooks	167 holds	97 check outs
Audio	182 holds	153 check outs
OverDrive Magazines		150 check outs

Courtney visited the High School. The following excerpts are from her email to me:

Jamie McDevitt, the school librarian, will be taking over as interim Principal while the current Principal is out on Maternity leave. I'm glad that we had a chance to meet up because she has been a big supporter of the library since I started earlier this year. Jamie is the one who rounded up volunteers at Lakeview to help with the book move when we made the new teen room this spring.

The morning classes were tired and not as engaged, but there was a lot of enthusiasm with the afternoon classes. I reminded kids that they could use their library card at any CT library.

133 students participated in our library survey!

With gratitude,

Courtney

Circulation by Material Type 2025													
MATERIAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Audio Books	6	7	5	14	13	14	16	5	7	9			96
Audio Books-JF	2	11	7	12	12	1	11	4	16	13			89
Audio Books-YF	0	0	1	1	0	0				1			3
Book	493	432	417	442	429	439	481	469	386	419			4407
Book and CD-J	0	2	0	0	1	2	0		1	1			7
Book-J	367	296	289	182	221	308	412	308	380	402			3165
Book-YA	16	7	21	10	11	22	24	19	7	11			148
Graphic Novel	37	40	66	38	35	51	48	60	47	33			455
ILL	34	28	36	58	56	42	65	62	51	26			458
ILL-J	0	0	1	1	0	0							2
ILL-YA	0	0	1	1	0	0							2
Museum Passes	1	3	5	5	2	3	7	21	9	21			77
Periodicals	22	18	25	18	19	10	21	9	13	21			176
Periodicals-J	3	1	2	1	2	6			2				17
Reference	1	0	0	0	0	0							1
Service Center	19	13	0	0	0	1	1			2			36
Visual Material	18	31	34	22	17	13	14	48	11	82			290
Visual Material-J	16	22	4	5	9	18	37	50	1	10			172
Total Items	1035	911	914	810	827	930	1137	1055	931	1051	0	0	9601

4:06 PM

12/09/25

Accrual Basis

Town of Goshen
Profit & Loss Budget vs. Actual
 July 2025 through June 2026

	Jul '25 - J...	Budget	\$ Over Bu...	% of Bud...
Ordinary Income/Expense				
Expense				
LIBRARY				
5003-21 • Clerical Wages - Library	520.62	691.00	-170.38	75.3%
5810-21 • Books Purchased	8,750.57	17,500.00	-8,749.43	50.0%
5237-21 • Computer Supplies	247.28	1,750.00	-1,502.72	14.1%
5238-21 • Computer Support	1,072.05	1,481.00	-408.95	72.4%
5232-21 • Equipment Repair	57.21	250.00	-192.79	22.9%
5220-21 • Legal Notices	0.00	25.00	-25.00	0.0%
5001-21 • Library Director	6,943.13	47,610.00	-40,666.87	14.6%
5002-21 • Library Staff Wages	38,167.09	70,612.00	-32,444.91	54.1%
5223-21 • Meetings & Dues	64.50	800.00	-735.50	8.1%
5215-21 • Mileage Reimbursements	0.00	500.00	-500.00	0.0%
5250-21 • Miscellaneous	0.00	75.00	-75.00	0.0%
5211-21 • Office Supplies	1,099.62	1,000.00	99.62	110.0%
5212-21 • Operational Software	5,014.90	5,719.00	-704.10	87.7%
5813-21 • Streaming Purchases	3,092.37	3,200.00	-107.63	96.6%
5811-21 • Periodicals Purchased	1,398.32	2,100.00	-701.68	66.6%
5214-21 • Postage	0.00	900.00	-900.00	0.0%
5235-21 • Professional Development	0.00	400.00	-400.00	0.0%
5850-21 • Programming	61.46	700.00	-638.54	8.8%
5217-21 • Supplies	28.92	200.00	-171.08	14.5%
5812-21 • Videos Purchased	978.87	2,300.00	-1,321.13	42.6%
Total LIBRARY	67,496.91	157,813.00	-90,316.09	42.8%
Total Expense	67,496.91	157,813.00	-90,316.09	42.8%
Net Ordinary Income	-67,496.91	-157,813.00	90,316.09	42.8%
Net Income	-67,496.91	-157,813.00	90,316.09	42.8%

GOSHEN PUBLIC LIBRARY

Money Received

Date	Replaced Books	Fines	Copies	Printer	Fax	Daily Total
11/01/25						\$0.00
11/02/25						\$0.00
11/03/25						\$0.00
11/04/25						\$0.00
11/05/25			\$4.00	\$0.20		\$4.20
11/06/25			\$0.20			\$0.20
11/07/25				\$0.60		\$0.60
11/08/25						\$0.00
11/09/25						\$0.00
11/10/25		\$4.50				\$4.50
11/11/25			\$0.60			\$0.60
11/12/25			\$0.40	\$2.20		\$2.60
11/13/25						\$0.00
11/14/25		\$1.50		\$3.35		\$4.85
11/15/25						\$0.00
11/16/25						\$0.00
11/17/25			\$1.00	\$1.00		\$2.00
11/18/25			\$0.60	\$1.80		\$2.40
11/19/25						\$0.00
11/20/25				\$6.90		\$6.90
11/21/25				\$0.60		\$0.60
11/22/25						\$0.00
11/23/25						\$0.00
11/24/25						\$0.00
11/25/25						\$0.00
11/26/25						\$0.00
11/27/25						\$0.00
11/28/25						\$0.00
11/29/25						\$0.00
11/30/25						\$0.00
Totals	\$0.00	\$6.00	\$6.80	\$16.65	\$0.00	\$29.45

General Fund 435198 Fines, Copies, Printer, Fax