

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

Monthly Meeting Wednesday, November 19, 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
4. Matters Arising from Minutes
5. Interim Library Director/Director Report
6. Treasurer's Report – October
7. President's Report:
 1. New Members on the board Kristen Durso and Rebecca Prause
8. New Business:
 1. Calendar 2026 – tentative dates
9. Old Business:
10. Correspondence:
11. Public Comment:
- 12 Executive Session: Library Director applicant
13. Any other business rightly before the board.
14. Adjournment

NEXT REGULAR MEETING WEDNESDAY DECEMBER 17, 2025 AT 4:00 P.M.

Received Nov. 18, 2025 @ 11:21 AM

Attest Brian L. Bray
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.

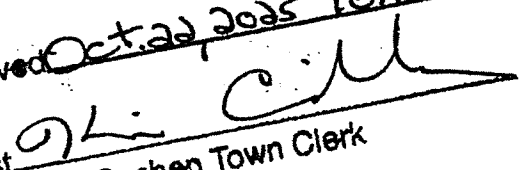
Motion to adjourn meeting at 5:55 PM made by Josephine Jones and seconded by Patricia Sanders. All in favor.

Respectfully Submitted,

Willow P. Scott 

Willow P. Scott
Commission Clerk

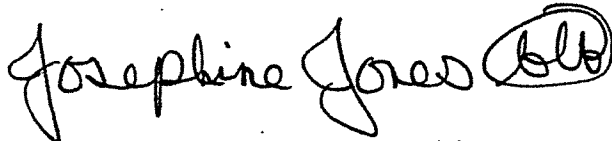
Received Oct. 22, 2025 10:12 AM

Attest 
Asst. Goshen Town Clerk

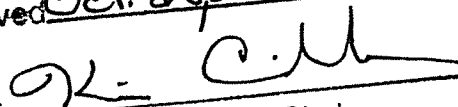
GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS
SPECIAL MEETING October 24, 2025
10 AM - Goshen Town Hall Conference Room

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, "blb".

Josephine Jones, Vice President

Received Oct. 28, 2025 1:27 PM
Attest 
Ass't. 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 A.M.

Attest Ba... & Ben
Goshen Town Clerk

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

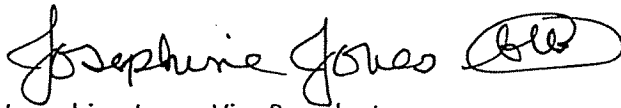
1. Call to Order: Henrietta Horvay, Board President, called the meeting to order at 2:05pm.
2. Attendance: Henrietta Horvay, Board President, Anne Green, Josephine Jones, Johanna Kimball, Lynette Miller, Patty Sanders; First Selectman Elect Seth Breakell.
3. Executive Session - Personnel Matters as per 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 "BJ".

Josephine Jones, Vice President

Received Nov 13, 2025 @ 9:26 AM

Attest 
ASST. Goshen Town Clerk

Goshen Public Library
Director's Report for October
For November 19, 2025

FYI – I need to leave before 5:15 because I have a client in Beacon Falls at 6PM

Programs:

Oct 2 (Thurs) – Babies and Board Books – 2 patrons
Oct 7 (Tues) – After School Program - 8 patrons
Oct 9 (Thurs) – Babies and Board Books – 6 patrons
Oct 12 (Fri) – Page Turning Book Club – Non-Fiction – 5 patrons
Oct 13 (Mon) – History Club – 3 patrons
Oct 14 (Wed) – Humane Society – Kind Kids – 11 patrons
Oct 18 (Thurs) – Babies and Board Books – 4 patrons
Oct 20 (Mon) – History Discussion – 3 patrons
Oct 22 (Wed) – Story Time – 5 patrons
Oct 23 (Thurs) - Babies and Board Books – 6 patrons
Oct 24 (Fri) – Breakfast Book Club - Fiction – 4 patrons
Oct 27 (Mon) – History – 5 patrons
Oct 27 (Mon) – Halloween Story Time – 11 patrons
Oct 28 (Tues) – After School Program – Book Buzz – 8 patrons
Oct 30 (Thurs) – Halloween Trick or Treat Through Town Hall – 32 patrons

Coloring Pages: 4 entries – popular vote (6 votes) – Pat Goldberg winner

Please find the attached report from Courtney, children's coordinator, regarding her school visit to Plumb Hill Middle School.

School Visits for October 29 & 30, 2025 –

Wednesday = 27 students and 8 staff

Thursday = 77 students and 9 staff

Hoopla:

Audiobook & Music 47

BingePass 1

Comics & ebook 19

Movie & TV 13

Total 78

OverDrive (Libby)

Audiobook	153 checkouts	172 holds
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Ebook	86 checkouts	178 holds
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Magazine	118 checkouts	
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Town Topics has been sent to Virginia Perry for a mid-December mailing.

Respectfully submitted, Lynn Barker Steinmayer. MLIS, LMSW

Goshen Library Children

Yesterday, 1:53 PM (Wednesday, November 12)

Library Director

Hi Lynn,

Yesterday's visit to Plumb Hill Middle School went very well. I thought you might enjoy the highlights from my visit:

- I met with the school librarian, Christine. She gave me a tour and shared some of the things the kids are really into this year, including their new sewing club and sewing machine station in their makerspace. She is hoping that maybe after the holiday season, we could collaborate and do a few library programs at the middle school.
- They set a table up for me at the cafeteria and I was able to speak to each grade group. Several of the 6th graders remembered me from their 5th grade class visits in the spring. One little boy ran up to me as soon as he walked into the cafeteria and yelled out "I missed you!" Several kids were very excited and asked about our new books.
- We had a few kids really interested in the intergenerational book club and the write-a-thon. I met a few of the admin staff who would like to share copies of our flyers with the families.
- 45 kids filled out the survey I brought and shared their ideas for programs and books they would like. They had great ideas for the library. I can't wait to share their responses with you.
- I also met Pam, the principal. We talked about the library and inspiring kids to visit and read more books. I met a para named Sarah who is on the Nutmeg Committee.

Overall, I believe it was worth the effort to reach out to the kids. I look forward to chatting with you about it soon. Enjoy the rest of your week!

With gratitude,

Court

Circulation by Patron Type 2025													
PATRON Type	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Adult	681	602	579	561	558	666	792	822	566	619			6446
Elementary K-6	94	132	135	88	124	112	75	52	165	138			1115
Interlibrary Loans	92	74	68	48	47	40	35	59	34	53			550
Out of Town Patrons	67	36	38	37	33	36	49	59	46	75			476
Teacher	46	30	34	27	24	24	78	41	89	79			472
Pre-School	23	20	23	23	20	22	74	1	6	55			267
Young Adult	21	18	20	16	19	21	27	10	5	8			165
Staff	11	1	17	10	2	9	8	11	20	24			113
Undefined	0	0	0	0	0	0	0	0	0	0			0
Total Items	1035	913	914	810	827	930	1138	1055	931	1051	0	0	9604



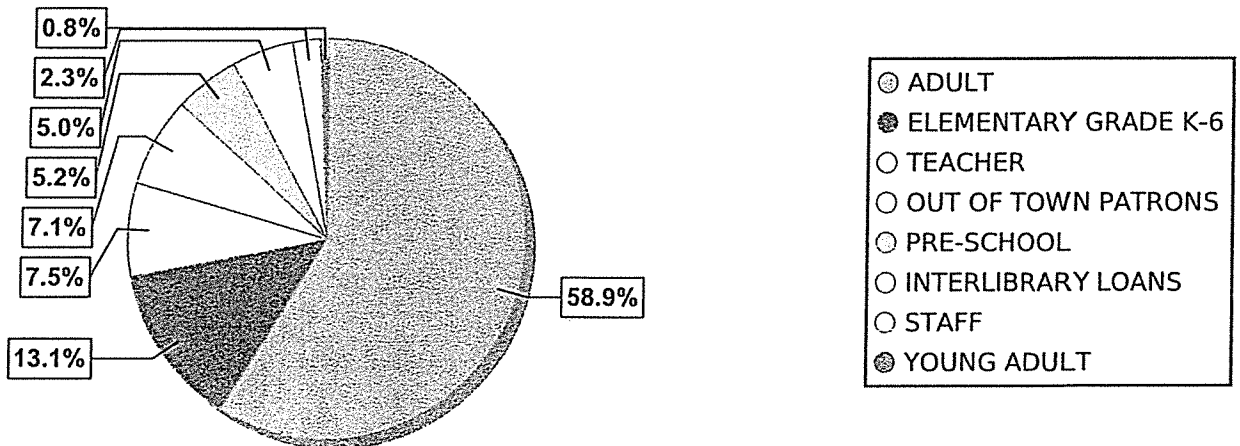
Circulation by Patron Category

Library: All Libraries

Date Range: 2025-10-01 to 2025-10-31

Provides the total number of unique users and items circulated, displayed by patron category and transaction type. The report is intended to provide insight into the volume of items circulated at the library.

Circulation Percentage By Patron Category



Total Circulation: 1,051

Transaction Location - Circ	Patron Category	Unique Users	Circulation	Checkouts	Renewals	Check-ins
Goshen Public Library - (1036)	ADULT	174	604	555	49	557
	ELEMENTARY GRADE K-6	93	138	135	3	112
	TEACHER	11	79	71	8	60
	OUT OF TOWN PATRONS	13	75	75	0	59
	PRE-SCHOOL	9	55	55	0	34
	INTERLIBRARY LOANS	37	53	46	7	40
	STAFF	6	24	21	3	18
	YOUNG ADULT	6	8	8	0	11
Main - (15)	ADULT	3	15	0	15	0
Totals		352	1,051	966	85	891

1:51 PM

11/10/25

Accrual Basis

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

	<u>Jul '25 - J...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Bud...</u>
Ordinary Income/Expense				
Expense				
LIBRARY				
5003-21 · Clerical Wages - Library	485.20	691.00	-205.80	70.2%
5810-21 · Books Purchased	5,877.90	17,500.00	-11,622.10	33.6%
5237-21 · Computer Supplies	0.00	1,750.00	-1,750.00	0.0%
5238-21 · Computer Support	322.05	1,481.00	-1,158.95	21.7%
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	30,481.69	70,612.00	-40,130.31	43.2%
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	824.88	1,000.00	-175.12	82.5%
5212-21 · Operational Software	4,915.90	5,719.00	-803.10	86.0%
5813-21 · Streaming Purchases	2,482.60	3,200.00	-717.40	77.6%
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	0.00	700.00	-700.00	0.0%
5217-21 · Supplies	0.00	200.00	-200.00	0.0%
5812-21 · Videos Purchased	937.22	2,300.00	-1,362.78	40.7%
Total LIBRARY	54,790.60	157,813.00	-103,022.40	34.7%
Total Expense	54,790.60	157,813.00	-103,022.40	34.7%
Net Ordinary Income	-54,790.60	-157,813.00	103,022.40	34.7%
Net Income	-54,790.60	-157,813.00	103,022.40	34.7%

YEARLY MEETINGS MEMO

DATE: October 13, 2025
TO: All Boards and Commission Members
FROM: Barbara L. Breor, Town Clerk
SUBJECT: 2026 Meeting Dates

It is that time of year again. Attached you will find a 2026 calendar with the State holidays per §1-4 crossed out. The circled dates are that of the Town Meetings and the election. This year the State did vote on a new State Holiday and it passed.

As per §1-225 "each public agency shall file not later than January 31st a schedule of the regular meetings for the ensuing year.... **No such meeting of any such public agency shall be held sooner than thirty days after the filing of such schedule**".

If January 2026 was on your 2025 schedule that will allow you to file your notice in January. If not make sure that your calendar is filed with the December agenda. Otherwise you will be holding a Special meeting in January.

Also please remember any member who wishes to resign needs to hand in an original resignation to the Town Clerk.

JANUARY

S	M	T	W	T	F	S
				X	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	X	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	X	13	14
15	X	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	X	26	27	28	29	30
31						

Town meeting

JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	X	20
21	22	23	24	25	26	27
28	29	30				

JULY

S	M	T	W	T	F	S
			1	2	3	X
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	
6	X	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	X	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct 19-31 Early Voting

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	X	12	13	14
15	16	17	18	19	20	21
22	23	24	25	X	27	28
29	30					

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	X	26
27	28	29	30	31		

3rd election day
with Town meeting

2026

LIBRARY BOARD OF DIRECTORS

2026

MEETING DATES

January 21, 2026

February 18, 2026

March 18, 2026

April 15, 2026

May 20, 2026

June 17, 2026

July 15, 2026

August 19, 2026

September 16, 2026

October 21, 2026

November 18, 2026

December 16, 2026