

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

SPECIAL MEETING

Monday, November 10, 2025 11:00 A.M.

GOSHEN TOWN HALL CONFERENCE ROOM

Join Zoom Meeting

<https://us02web.zoom.us/j/81466925610>

Meeting ID: Dial number 814 6692 5610

One tap mobile

+13052241968,,81466925610# US

+13017158592,,81466925610# US (Washington DC)

1. Call to order
2. Attendance
3. Executive Session- Library Director applicant
4. Discussion of applicant and potential hiring
5. Approve new policies for State Library
6. Email for First Selectman reference computers Computer Obsession/Yukatech
7. Adjournment

Received Nov 5, 2025 @ 2:03 P.M.

Attest Brenda L. Breen
Goshen Town Clerk

Collection Development and Maintenance Policy

Purpose and Scope

This policy of the Goshen Public Library (the "Library") provides direction for the growth and development of collections. This policy applies to both the digital and print materials in the Library's collection. The Library strives to select, acquire, curate and provide free and easy access to materials, in all formats, that meet the varied needs and interests of the community. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials that anticipate and meet the needs of the community. It also addresses collection maintenance, and replacement and weeding of materials.

The Library should provide library materials for the interest, information, and enlightenment of all residents. Library materials should represent a wide range of varied and diverging viewpoints in the collection as a whole. The Library recognizes the importance of the public library as a place for voluntary inquiry, the dissemination of information and ideas, and promotion of free expression and free access to ideas by residents.

Specific acquisitions may include items that may be unorthodox, unpopular or controversial in nature. The Library's acquisition of such items does not constitute endorsement of their content but rather allows for their free expression. The Library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in its Library Bill of Rights, Freedom to Read, and Freedom to View statements. No library material, display or program shall be removed, or programs be cancelled, because of origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Key Definitions

The Library's collection is the assemblage of books and other materials, in a variety of formats (print, electronic media, downloadable audio books, digital, etc.), owned or licensed and maintained by the Library and made available to the public at no cost.

Roles and Responsibilities

The Library Board delegates the oversight and management of the collection, within the guidelines of this policy, to the librarians who are professionally trained to curate and develop a collection that provides access to the widest array of library and. Responsibility of selecting library materials, maintenance, replacement, and weeding of materials rests with the designated professional staff under the overall direction of the Director. The librarians Consortium-level collections may be governed by an additional set of collection criteria.

Procedures

1. Selection

A. In order to build and maintain its high quality collection based on professionally accepted standards of material relevance, physical condition, availability of duplicates, availability of age appropriate or grade-level material, continued demand of material the Library applies the following general criteria when considering materials for acquisition:

1. Public demand, interest or need
2. Accuracy and effectiveness of material
3. Anticipated potential for long-term public interest
4. Favorable assessments by reputable critics, reviewers, or organizations in professionally recognized publications
5. Prominence and credibility of author and publisher
6. Relation to existing collection and other material on the subject
7. Timeliness and importance of material as a document of the times;
current or historical significance of the author or subject
8. Availability and affordability
9. Compatibility of format for Library use

10. Value as resource material
11. Suitability of subject or style for intended audience
12. Local origination or particular relevance to Goshen and the region
13. Public's ability to procure item from alternative sources
14. Availability of electronic bibliographic records

B. Selection of materials is based on the professional knowledge and judgment of Library staff whose expertise includes familiarity with all types of materials, knowledge of the strengths and weaknesses of the existing collection and awareness of the needs and interests of the community. Suggestions from patrons are always welcome and are given serious consideration. Staff will determine which will be acted upon. Library materials, displays and programs shall only be excluded for legitimate professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy. Any librarian or staff member of a public library who, in good faith, implements the policies described in this policy shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

C. Textbooks will generally not be considered for the collection unless they are the best or only available source of information in their subject area and serve the general public and adult learning community. The Library does not purchase multiple copies of textbooks for use by students, a responsibility of Region 20 Board of Education.

D. Self-published books by local or Connecticut authors will be considered for the Library collection if they are donated, meet the Library's standards of quality, and are determined to be of suitable interest to the public.

E. Wherever possible, the Library makes electronic information available in the Library and remotely. In choosing to purchase or license electronic databases, the Library applies the same

standards for selection as for print materials. However, the Library recognizes that it does not have the same control over electronic databases as it has over its in-house print materials. The Library should curate provide assistance and ensure that the public learns how to use its electronic databases.

F. Digital Collections/Databases: Born digital items are those materials created in a digital format. They are distinct from analog items that are subsequently digitized, such as paper manuscripts or photographs. In order to accept born digital items, the Library addresses:

1. Copyright and licensing
2. Redaction of personally identifiable information
3. Any restrictions on use or circulation
4. Maintenance and evolution of accepted formats

2. Collection Maintenance

Maintenance of the collection includes discarding, replacement, rebinding and repair. If an item is lost or damaged, it may not necessarily be replaced depending upon the number of duplicate copies or similar materials in the collection, existence of adequate coverage of the subject field, and demand for the specific author, title or subject. It is sometimes preferable to purchase current materials rather than replace older ones. The staff serves as arbiter in such instances.

3. Weeding

Weeding is a term used by libraries to describe the removal of materials from their collections. Such items may contain outdated or inaccurate information, have multiple duplicate copies, be no longer of interest, inconsistent with evolving community standards, or in poor condition. At the Library, weeding is performed as a regular, ongoing process by qualified staff and the Library Director in the interest of keeping all collections current and useful. Weeded materials in good condition may be sold, donated, or disposed of however the Library deems appropriate. Generally, standard titles of permanent value and materials of local significance are spared weeding even if they may meet the criteria for so doing.

4. Gifts and Donations

The Library welcomes gifts of books and other materials for the collection and applies to them the same standards of selection that govern purchases. Gift materials are accepted with the understanding that those that meet the Library's selection criteria may be retained and those that do not may be redistributed to the Friends of the Goshen Public Library or other non-profit organizations. See the Library's Gifts Policy for more information.

5. Controversial Materials

A. The Library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based upon anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the overall library patron community.

B. Responsibility for the reading, listening and viewing habits of children rests with their parents or legal guardians. The Library maintains several age-appropriate collections for children and teens. Materials may be reassigned among these sub-collections based on the age appropriateness of the content. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into the possession of children. The removal, exclusion or censoring of any book on the sole basis that an individual finds such book offensive is prohibited.

C. Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from damage or theft.

D. The decision by an author, publisher, or other content creator to withdraw their work from the market and stop selling or publishing it will not be considered sufficient reason alone for the Library to withdraw it from the collection.

Intellectual Freedom and Censorship

The Library recognizes not all users will greet all materials with the same degree of enthusiasm and regard. Therefore, some materials selected for the collections may seem controversial and even distasteful to some Library users. It is the right of the individual not to read, view or hear materials that the individual considers objectionable. It is never the right of any Library user or users to deny access to Library materials to others. The freedom to choose from a broad range of informational and artistic materials will not be abridged. When evaluating library materials the Library Bill of Rights, Freedom to Read, and Freedom to View statements from the American Library Association are used as guiding documents.

Library Material Review and Reconsideration Policy

The Goshen Public Library Board of Directors recognizes the importance of hearing from the public regarding material selection. The Goshen Library Administration and Staff seriously consider suggestions made by Goshen residents and taxpayers. The completion of the Request for Reconsideration form does not guarantee either accession to the collection or removal from the collection but does ensure the attention of Library Staff to user opinion, interests, and concerns. The library limits consideration of requests to reconsider materials, displays or programs to residents of Goshen.

Please see our Library Material Review and Reconsideration Policy and form for further information on this process.

Location

This policy is housed on the Goshen Public Library Website: <https://www.goshenpublib.org/>
The Goshen Public Library's Circulation Desk.

This policy is in accordance with Public Act 25-168 Sec. 322, 323.

The Library neither approves nor disapproves of the views expressed in materials included in the collection.

Material Review and Reconsideration Policy

Goshen Public Library

The library welcomes expressions of opinion concerning materials, programs or displays. A Goshen resident with a vested interest who wishes that a specific item, program or display be reconsidered is asked to complete and submit a Reconsideration Form. In accordance with Public Act 25-168 Sec. 322, 323 Goshen Public Library abides by the following statutory requirements:

- No library material, display or program shall be removed, or programs be canceled, because of the origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program.
- Library materials, displays and programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.
- The materials review and reconsideration process for individuals with a vested interest, must be a resident of Goshen to challenge any library material, display or program shall neither favor nor disfavor any group based on protected characteristics.
- The individual completing a reconsideration form must include specific information about which portion or portions of such material they object to and provide an explanation of the reasons for such objection. The Request for Reconsideration form must include the individual's full legal name, address and telephone number.
- Reconsideration requests are not confidential patron records under section 11-25 of the general statutes.
- Any library material being challenged will remain available in the library according to its catalog record and be available for a resident to reserve, check out or access until a final decision is made by the library director.

Review Process:

The Library Director will evaluate the request for reconsideration form, read the challenged material in its entirety, evaluate the challenged material against the collection development and

maintenance policy and make a written decision on whether or not to remove the challenged material not later than sixty days from the date of receiving such request. The library director shall provide a copy of the library director's decision and report to the individual who submitted the form.

The final authority regarding the removal or retention of library materials ultimately resides with the Library Board of Trustees/Directors. Any appeal of the decision of the library director should be directed to the Library Board of Trustees/Directors. Permit the individual who submitted the request for reconsideration form to appeal, in writing, the library director's decision to the board of trustees or other governing body for the library.

The Library Board, after evaluating the challenged material under the collection development and maintenance policy shall:

- (A) consult with (i) the library director, (ii) the State Librarian, or the State Librarian's designee, (iii) a representative of the cooperating library service unit, as defined in section 11-9e of the general statutes, (iv) the president of the Connecticut Library Association, or the president's designee, and (v) the president of the Association of Connecticut Library Boards, or the president's designee.
- (B) deliberate on such request for reconsideration.
- (C) provide a written statement of the reasons for the reconsideration or refusal to reconsider the library material, and
- (D) provide any final decision that is contrary to the decision of the library director.

Provide that once a decision has been made by the library director or the board of trustees or other governing board on the reconsideration of any library material, such material cannot be subject to a new request for reconsideration for a period of three years. Permit a library director to consolidate any requests for reconsideration of the same challenged library material. The Library Director shall summarize the previous decision in response to any new request for reconsideration during that three-year time period.

The library is prohibited by state statutes from removing, excluding or censoring any book on the sole basis that an individual finds such book offensive.

Any librarian or staff member of a public library who, in good faith, implements the policies described in this section shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

Goshen Public Library's Display Policy

Purpose

The Goshen Public Library's Display Policy provides a basis for the display of library materials by library staff, informs the public about the principles and criteria upon which these decisions are made, and promotes the purposes of the library's mission, which is:

"The mission of the Goshen Public Library is to provide books, media, information, programs and services to educate, inform, and entertain the community."

Policy

The Goshen Public Library recognizes the importance of displays as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. With a strong focus on encouraging the love of reading, lifelong learning, and creativity, we establish responsive connections between the diverse needs of our community, our vast collections, our digital services, and an array of engaging programming. A key aspect of our approach is the creation of thoughtfully curated displays, which play an essential role in informing and inspiring individuals of all ages and diverse backgrounds. These displays serve as a tangible expression of our dedication to the community and exemplify our belief that a vibrant library contributes to a strong community. Displays are provided for the interest, information and enlightenment of all residents, they represent a wide range of varied and diverging viewpoints, and library displays provide access to content that is relevant to the research, independent interests and educational needs of residents.

Principles and Criteria

The final responsibility for the display of library materials is held by the Library Director for librarians are professionally trained to curate and develop displays and programs and displays. The Library Director uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs
- The Library may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

The Library will strive to include a wide spectrum of opinions and viewpoints in library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits

should not exclude topics, books, media, and other resources solely because they may be considered to be controversial.

The library provides displays created or curated by librarians or staff members of the public library as well as allowing displays created by members of the public or community groups to be exhibited in the public library. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by the Goshen Public Library of the content of the display or exhibit, or of the views expressed in the materials on display.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Intellectual Freedom and Censorship

The choice of library materials by patrons is an individual matter. The library recognizes that some materials may be controversial or offensive to an individual but maintains that individuals can apply their values only to themselves. The selection of library materials is predicated on the customer's right of access to information and freedom from censorship. Selections will not be made on the basis of anticipated approval or disapproval, but on the merits of the material itself.

Goshen Public Library's Display Policy

Selection of materials will not be inhibited by the possibility that materials may inadvertently come into the possession of or be seen by minors. No one can exercise censorship to restrict access to library materials by others. It is the parents' or guardians' responsibility to determine which library materials are appropriate for their children. The Goshen Public Library supports intellectual freedom and endorses the American Library Association (ALA) Freedom to Read Statement, Freedom to View Statement, the Library Bill of Rights and all relevant interpretations.

Procedures for the Questioning of Library Displays by Patrons

The Material Review and Reconsideration Policy limits consideration of requests to reconsider displays to individual residents of Goshen. Please see our Statement of Concern Policy and reconsideration form for further information on this process. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Goshen Public Library Program Policy

Purpose:

The Goshen Public Library ("the Library"), in keeping with its mission of promoting knowledge, ideas and cultural enrichment, develops and presents programs that provide information, learning and entertainment. Programming is an integral component of Library services that promotes and complements the Library's other services and collections. It supports the Library's role as the center of the community. Programs are provided for the interest, information and enlightenment of all residents and should represent a wide range of varied diverging viewpoints and will provide access to content that is relevant to the research, independent interests and educational needs of residents. The Library recognizes the importance of displays and programs as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. This policy provides guidelines for the development, management, and oversight of programs presented by the Library.

Key Definitions:

A Library program is a free event, virtual or in-person, planned by the Library staff for the benefit of those members of the public who opt to attend. It may involve outside presenters, facilitators or performers and may be presented in cooperation with other entities. Note: Use of a public meeting room by an organization or individual to hold a public event is not a Library program.

Scope:

This policy applies to all Library programs.

Roles and Responsibilities:

The Library Board delegates development, presentation and oversight of programs to the Library Director and staff.

The librarians are responsible for the development, coordination and supervision of Library programs. The final responsibility for the library program is held by the Library Director, but day-to-day responsibility belongs to the librarians that are professionally trained to curate and develop programs.

Attendees are responsible for complying with the Library's Behavior Policy.

Procedures:

1. Program Selection: The Library strives to present programs that are educational, informational, cultural or recreational and avoids programs that do not meet these standards. Topics, content and timing of Library programs are developed with consideration of available resources and keeping community needs and interests in mind. Program selection is based upon the suitability of topic, format and intended audience. A program will not be excluded because its topic may be regarded by some as controversial. Library sponsorship of a program does not constitute or imply an endorsement of the content or of the presenter of the program. The library

provides programs created or curated by librarians or staff members of the public library as well as allowing displays and programs created by members of the public or community groups and exhibited in the public library.

a. Library programs must have an educational, informational, cultural or recreational value to the community. Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by the Library.

b. Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the Library. However, educational programs, such as candidate forums that include invitations to all recognized candidates, may be offered.

c. Programs that support or oppose a specific religion will not be approved or offered. Programs are planned to be inclusive of all cultures and of all religions and no religion. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of Library patrons.

2. Program Development, Coordination and Supervision: Library programs may originate from Library staff, partnering institutions or members of the public.

In the event of a co-sponsored program, supervision of the program may be delegated to the co-sponsoring organization depending upon the timing and venue of the program. All programs sponsored or co-sponsored by the Library, however, must abide by this policy regardless of where they are hosted.

3. Program Access: Library programs are free and open to the public on a first-come first-serve basis. Registration may be in advance online or at the door. For programs targeted to a specific audience, e.g. children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come first-serve basis, limited to those individuals as the Library deems appropriate. Any individual requiring accommodation to participate in a Library program should contact the Library two weeks prior to the program using the Accessibility Accommodation Request Form.

4. Virtual Program: Some Library programs may be offered using a Library-approved virtual meeting platform that registered patrons may use to access the virtual program from their own internet-enabled devices. This may include programs that are simultaneously run at the physical Library as well as programs that are offered only virtually. While hosting the virtual program, Library staff, partnering organizations, and program facilitators will follow industry standard best practices for virtual events.

Some virtual programs may be pre-recorded and broadcast via the internet or recorded as presented for later viewing. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program.

Live virtual programs require advance registration. Registered participants will receive via email a link to log on to the program and must not share that link with others. Information collected

during the registration process will be used only to communicate information about that program or to confirm eligibility to participate in that program.

Patrons attending virtual programs are expected to adhere to the Library's Behavior Policy and failure to do so may result in their immediate removal from said program. The Library will make all reasonable efforts to ensure the digital security of virtual events, however attendees must understand that all online activity carries some degree of risk.

Patrons are required to provide their own equipment and internet connection to attend virtual programs. The Library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but makes no guarantee that every patron will be capable of accessing every Library program successfully. Nor can the Library guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

5. Program Materials: Books, CDs, DVDs or other ancillary materials related to the content of a program may be offered for sale at a Library program as a convenience to attendees.

6. Program Evaluation: To provide the highest quality and most useful programming, Library staff will gather information about program results to guide future programming decisions. Outputs, such as the number of attendees at a program, will be gathered for all or almost all programs. Outcomes, such as how well the content of a program helped attendees learn about the program's topic, will be gathered at times when such data is required for grant reporting or would be helpful in evaluating a new program topic or format.

7. Procedures for the Questioning of Library Programs by Patrons: The Library has a "Material Review and Reconsideration Policy" that limits the consideration of requests to reconsider programs to individual residents of Goshen. Please see our Statement of Concern Policy and reconsideration form for further information on this process. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.



Henrietta C. Horvay <hchlibboarddir@gmail.com>

Library computer update

1 message

Todd Carusillo <1stselectman@goshenct.gov>

Mon, Nov 3, 2025 at 11:12 AM

To: "Henrietta C. Horvay" <hchlibboarddir@gmail.com>, Josephine Jones <jfjlibboarddir@gmail.com>, Johanna Kimball <jklibboarddir@gmail.com>, Patty Sanders <pslibdir@gmail.com>, Anne Green <agreen47@gmail.com>, Lynette Miller <lynettemiller622@gmail.com>

Cc: "To: Todd Carusillo" <1stselectman@goshenct.gov>

Dear Board members,

I spoke with Bob Leigh from Yucatech on Thursday of last week, apparently Dean would not hand over the passwords for the Microsoft account without being paid for the hour of service.

I gave Bob permission to hire Dean for that hour or so to complete the operation, Bob may have to work with the Microsoft support team to finish up the process.

Thanks for your understanding and patience's.

With gratitude

Todd

Todd Carusillo

First Selectman

Town of Goshen

42A North Street

Goshen, CT 06756

860-491-2308 x 221