

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

Monthly Meeting Wednesday, October 15, 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 September 17, 2025
Special Meeting of September 23, 2025
4. Matters Arising from Minutes
5. Interim Library Director Report
6. Treasurer's Report – September
7. President's Report:
 1. Letter to First Selectman- Todd Carusillo – Dated 9/22/2025 Reference motions of 9/17/2025 meeting.
 2. Staffing of Library - Volunteers
8. New Business:
Staffing of Library
9. Old Business:
 1. Status of new policies sent to Dawn Valle in Middletown.
10. Correspondence:
11. Public Comment:
12. Executive session to discuss: Library Director – applications
13. Any other business rightly before the board.
14. Adjournment

NEXT REGULAR MEETING WEDNESDAY NOVEMBER 19, 2025 AT 4:00 P.M.

Received Oct. 13, 2025 @ 9:43 A.M.

Attest Ree. Oan & Blue
Goshen Town Clerk

**Goshen Public Library Board of Directors
Wednesday September 17, 2025
Meeting Minutes**

1. Chairwoman Henrietta Horvay called the meeting to order at 4:01 pm.

2. **Attendance:** Henrietta Horvay, Chairwoman; Josephine Jones; Patricia Sanders; Johanna Kimball; Lynn Barker Steinmayer, Interim Director, and Anne Green. Lynette Miller not present.

3. **Minutes of:**

Regular Meeting, August 18, 2025. Josephine Patricia Sanders seconded. All in favor.

Lynette Miller arrived at 4:02pm.

Emergency Meeting of August 20, 2025. Patricia Sanders made a motion accept emergency minutes. Johanna Kimball seconded. All in favor.

Special Meeting of August 28, 2025. Johanna Kimball mentioned that in #4, Public Comment, Nancy Mayer needs to be changed to Nancy Meyers and meeting minutes need to be amended. Lynette Miller seconded. All in favor.

Special Meeting Minutes of September 9, 2025. Josephine Jones made a motion to accept the special meeting minutes as revised. Patricia Sanders seconded. All in favor.

4. **Matters Arising from Minutes:** None.

5. **Interim Library Directors Report:** (Attached to agenda.) Lynn Barker Steinmayer reviewed the Directors Report. She stated that the children are enjoying finding the buses in the Library. Lynette Miller asked if the board should renew the contract with Computer Obsession. Henrietta Horvay stated that she will get it in writing from Todd Carusillo, First Selectman, if he signed another contract or if he declined to. Lynn Barker Steinmayer stated that Todd Carusillo gave the Childrens Coordinator permission to build a tree in the Childrens room of the library to create a 100 acre wood ambiance. The library is asking for volunteers to aid with this. Lynn Barker Steinmayer stated she will add this to the next Directors report.

Lynette Miller made a motion to change 5812-21 "Videos Purchased" to read, "Streaming Purchases," on the Profit and Loss Budget. (Attached to this meetings agenda.) Johanna Kimball seconded. All in favor.

6. **Treasurers Report – August:** (See attached.) Lynette Miller reviewed the Treasurers Report. Henrietta Horvay corrected Ending Balance, June 30, 2025 to August 30, 2025. Johanna Kimball made a motion to accept the Treasurers Report. Josephine Jones seconded. All in favor.

7. **Presidents Report: Motion to correct letter of Library Board of September 9, 2026 sent to Selectman and filed with Board of Selectman minutes of September 9, 2025.** Regarding the letter to First Selectman Carusillo, Selectman Olson and Selectman Kinsella. (Attached to agenda.) Lynette Miller stated she will amend the letter. Josephine Jones moved to receive amended letter. Patricia Sanders seconded. All in favor.

8. **New Business: Work on the policy, Collection Development and Maintenance Policy.** Henrietta Horvay mentioned the letter C, on page 3 needs to state "Region 20 Board of Education". Also, page 5, #4 needs to state "gifts." Henrietta Horvay stated she would like to use the paragraph that is in the old policy, and that the Board needs to make a separate policy which is due by October 1, 2025. Lynn Barker Steinmayer will submit a Gifts and Memorials Policy for the Board.

9. **Old Business:**

1. **Review policies that were done at the Special Meeting, August 28, 2025. Library Display Policy, Program Policy, Material Review & Reconsideration Policy.** Henrietta Horvay stated that she is tabling further discussion of the policies at this time.

At 5:13 pm, Lynn Barker Steinmayer, Interim Director, was excused from the meeting.

2. Letter from Cynthia Barrett, secretary of P&Z dated August 8, 2025 POCD Questionnaire. This item was tabled from the August 20, 2025 Emergency Meeting. (See two attachments.) Josephine Jones made a motion to add, "A need has been identified for a ramp to enter the main Library from the Town Hall handicapped entrance." Lynette Miller seconded. All in favor.

3. Tabled to this meeting. Status of computers purchased and total cost computers from Capital account for year 2024-2025. Henrietta Horvay discussed the Capital account. Lynette Miller will ask Todd Carusillo, First Selectman, for a firm date as to when the charge card will be paid.

4. Tabled to this meeting: Art exhibition: Sub-committee to explore; Lynette Miller, Anne Green and Josephine Jones available in September. Josephine Jones stated the sub-committee needs to meet. Lynette Miller made a motion to table until we are ready to discuss. Josephine Jones seconded. All in favor.

10. Correspondence: Josephine Jones moved that the Board pay for Linda Senkus Benedicts, former Library Directors hotel bill. This expense is taken out of the Book Purchased Account. Account 5810-21. Lynette Miller seconded. Josephine Jones, Anne Green, Johanna Kimball, Lynette Miller and Patricia Sanders were in favor. Henrietta Horvay abstained.

11. Public Comment:

Chris Sanders

12. Executive session to discuss Library Director applications. Josephine Jones moved to enter into executive session to discuss Library Director applications. Johanna Kimball seconded. Meeting adjourned at 5:43 pm.

The Board came out of executive session at 6:00 PM.

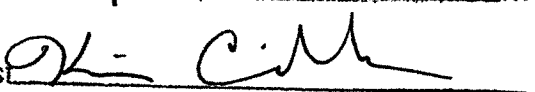
Johanna Kimball moved to adjourn at 6:01 pm. Patricia Sanders seconded. All in favor.

Respectfully Submitted,



Willow P. Scott
Commission Clerk

Received Sept 22, 2025 10:55 A.M.

Attest 
Asst. Goshen Town Clerk

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS
SPECIAL MEETING September 23, 2025
10:AM - Goshen Town Hall Conference Room

1. Henrietta Horvay, President, called the meeting to order at 10:04.
2. Attendance: Henrietta Horvay, President, Josephine Jones, Johanna Kimball, Lynette Miller, Patty Sanders.
Anne Green was absent. Others present: Todd Carusillo, 1st Selectman; Denise Kim.

3. Johanna Kimball made the motion to go into Executive Session at 10:05 and invite Denise Kim and Todd Carusillo; Patty Sanders seconded it; all in favor.

At 11:15 Lynette Miller made the motion to come out of Executive Session; Patty Sanders seconded it. All in favor. (Denise Kim left at 10:48.)

4. Work on various policies for statutory requirements. The first draft of all the policies was completed. The board will go over the corrected policies and let the president know of their approval, or any corrections to be made.

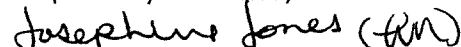
Lynette Miller, seconded by Josephine Jones, made the motion to make any corrections necessary and forward the completed policies to the Interim Library Director, who will forward them to Dawn Lavallo. All in favor.

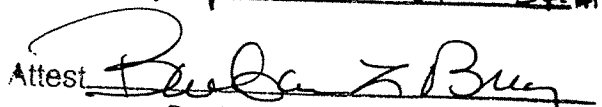
5. Status of 3 computers when purchased and installed. Mr Carusillo stated that they had been ordered and should be arriving between September 25th and 27th, with installation to take place early next week.

6. Service contract for library computers - Computer Obsession/Yukatech. Mr Carusillo supplied the board with the specifications supplied by Yukatech (Bob Lee). Ms Miller made the motion, seconded by Ms Kimball, to request Mr Carusillo to get the service charge amount from Yukatech as soon as possible. All in favor.

7. Ms Miller made the motion, seconded by Ms Sanders, to adjourn at 11:51. All in favor.

Respectfully submitted,


Josephine Jones, Vice President

Received Sept 24, 2025 @ 3:35 PM.
Attest 
Goshen Town Clerk

Goshen Public Library

Director's Report

For October 15, 2025

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

Programs:

Sept 3 (Wed) – Story Time – 2 patrons

Sept 4 (Thurs) – Babies and Board Books – 4 patrons

Sept 8 (Mon) – History Discussion – 8 patrons – Mark Albertson

Sept 9 (Tues) – Bookworms - 6 patrons

Sept 10 (Wed) – Storytime – 0 patrons

Sept 11 (Thurs) – Babies and Board Books – 6 patrons

Sept 12 (Fri) – Page Turning Book Club – Non-Fiction – 7 patrons

Sept 15 (Mon) – History Club – 3 patrons

Sept 17 (Wed) – Story Time – 0 patrons

Sept 17 (Wed) – Home School Program – 15 patrons

Sept 18 (Thurs) – Babies and Board Books – 8 patrons

Sept 24 (Thurs) – Story Time – 7 patrons

Sept 26 (Fri) – Breakfast Book Club - Fiction – 8 patrons

Sept 29 (Mon) – History – 2 patrons

Coloring Pages: 5 entries – popular vote (9 votes) – Scott Meyer winner

School Visits for September 24 & 25, 2025 –

Wednesday = 34 students and 8 staff

Thursday = 77 students and 9 staff

Hoopla:**kanopy:** TBD loans

Audiobook & Music	59
BingePass	1
Comics & ebook	39
Movie & TV	18
Total	117

OverDrive (Libby)

Audiobook	141 checkouts	225 holds
Ebook	88 checkouts	226 holds
Magazine	103 checkouts	

The tree is complete. It looks amazing and definitely adds to the ambiance of the 100 Acre Woods. The branches are made of insulation foam, they are very light and attached by Velcro so no lasting structural implications.

Respectfully submitted, Lynn Barker Steinmayer. MLIS, LMSW

GOSHEN PUBLIC LIBRARY						
Money Received						
	Replaced					
Date	Books	Fines	Copies	Printer	Fax	Daily Total
09/01/25						\$0.00
09/02/25				\$5.40		\$5.40
09/03/25				\$2.80		\$2.80
09/04/25					\$1.00	\$1.00
09/05/25				\$1.25		\$1.25
09/06/25						\$0.00
09/07/25						\$0.00
09/08/25		\$2.75		\$1.00		\$3.75
09/09/25		\$1.25	\$0.80	\$1.00		\$3.05
09/10/25				\$0.80		\$0.80
09/11/25				\$1.40	\$1.00	\$2.40
09/12/25				\$0.40		\$0.40
09/13/25				\$1.00		\$1.00
09/14/25						\$0.00
09/15/25				\$1.20		\$1.20
09/16/25			\$0.60	\$0.20	\$1.00	\$1.80
09/17/25			\$0.60	\$0.60		\$1.20
09/18/25			\$0.40			\$0.40
09/19/25			\$4.00			\$4.00
09/20/25				\$0.25		\$0.25
09/21/25						\$0.00
09/22/25			\$8.00			\$8.00
09/23/25			\$2.60	\$0.60		\$3.20
09/24/25						\$0.00
09/25/25						\$0.00
09/26/25				\$7.50		\$7.50
09/27/25						\$0.00
09/28/25						\$0.00
09/29/25			\$1.00	\$1.00		\$2.00
09/30/25			\$5.80	\$5.20		\$11.00
Totals	\$0.00	\$4.00	\$23.80	\$31.60	\$3.00	\$62.40
General Fund 435198 Fines, Copies, Printer, Fax						

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1		Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	R
2	Sep-2025	9/1	9/2	9/3	9/4	9/5	9/6	9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16	Wed
3	Patron Visits		31	26	28	11	13		15	19	21	24	17	22		14	17	9/17
4	GCS class																	21
5	Fines								\$2.75	\$1.25								
6	Copies								\$0.80									
7	Printer		\$5.40	\$2.80		\$1.25			\$1.00	\$1.00	\$0.80	\$1.40	\$0.40	\$1.00		\$1.20	\$0.60	\$0.60
8	Fax				\$1.00							\$1.00					\$1.00	
9	Computer		4			3			1	4	1	3	1	2		3	3	4
10	Wifi				1													
11	Storytime			2							0							0
12	Reference																	
13	Program Total																	
14	Book Discussion								8							3		15
15	Outreach									6			7					
16	Tutoring																	
17	ILL In		3		5													
18	ILL Out		2	2	3		1		6	8		15	2	7		3	24	8

[illegible]

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				5827
Elementary K-6	94	132	135	88	124	112	75	52	165				977
Interlibrary Loans	92	74	68	48	47	40	35	59	34				497
Out of Town Patrons	67	36	38	37	33	36	49	59	46				401
Teacher	46	30	34	27	24	24	78	41	89				393
Pre-School	23	20	23	23	20	22	74	1	6				212
Young Adult	21	18	20	16	19	21	27	10	5				157
Staff	11	1	17	10	2	9	8	11	20				89
Undefined	0	0	0	0	0	0	0	0					0
Total Items	1035	913	914	810	827	930	1138	1055	931	0	0	0	8553

EB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
7	5	14	13	14	16	5	7				87
11	7	12	12	12	1	11	4	16			76
0	1	1	0	0							2
432	417	442	429	439	481	469	386				3988
2	0	0	1	2	0		1				6
296	289	182	221	308	412	308	380				2763
7	21	10	11	22	24	19	7				137
40	66	38	35	51	48	60	47				422
28	36	58	56	42	65	62	51				432
0	1	1	0	0							2
0	1	1	0	0							2
3	5	5	2	3	7	21	9				56
18	25	18	19	10	21	9	13				155
1	2	1	2	6			2				17
0	0	0	0	0							1
13	0	0	0	1	1						34
31	34	22	17	13	14	48	11				208
22	4	5	9	18	37	50	1				162
911	914	810	827	930	1137	1055	931	0	0	0	8550

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

	<u>Jul '25 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
LIBRARY				
5003-21 · Clerical Wages - Library	467.60	691.00	-223.40	67.7%
5810-21 · Books Purchased	3,356.78	17,500.00	-14,143.22	19.2%
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	21,105.08	70,612.00	-49,506.92	29.9%
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	162.72	1,000.00	-837.28	16.3%
5212-21 · Operational Software	4,915.90	5,719.00	-803.10	86.0%
5813-21 · Streaming Purchases	1,860.57	3,200.00	-1,339.43	58.1%
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	743.62	2,300.00	-1,556.38	32.3%
Total LIBRARY	<u>41,397.48</u>	<u>157,813.00</u>	<u>-116,415.52</u>	<u>26.2%</u>
Total Expense	<u>41,397.48</u>	<u>157,813.00</u>	<u>-116,415.52</u>	<u>26.2%</u>
Net Ordinary Income	<u>-41,397.48</u>	<u>-157,813.00</u>	<u>116,415.52</u>	<u>26.2%</u>
Net Income	<u><u>-41,397.48</u></u>	<u><u>-157,813.00</u></u>	<u><u>116,415.52</u></u>	<u><u>26.2%</u></u>

September 22, 2025

TO: Todd Carusillo, First Selectman

FROM: Henrietta Horvay, Library Board of Directors

SUBJECT: Questions from Library Board meeting of September 17, 2025 votes

Todd:

1. The board voted to change the account, chart of account number # 5813-21 from Video Purchased to Streaming Purchases.
2. Motion made by Josephine Jones and seconded by Lynette Miller to pay Linda Benedict for the hotel invoice from the convention and charge account #5810-21 Books with the expense. Voted yes, P. Sanders, J. Jones, J. Kimball, A. Green, L. Miller, YES and H. Horvay abstained.
3. Status of three computers : when purchased and when to be delivered?
4. Service contract for the library: Computer Obsession/ Yukatech?

Thank you,

Henrietta Horvay

Library Board of Directors