

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

Monthly Meeting Wednesday, September 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 August 18, 2025
Emergency Meeting of August 20, 2025
Special Meeting of August 28, 2025
Special Meeting of September 9, 2025
4. Matters Arising from Minutes
5. Interim Library Director Report
6. Treasurer's Report – July and August
7. President's Report: Motion to correct letter of Library Board of September 9, 2026 sent to Selectman and filed with Board of Selectmen minutes of September 9, 2025.
8. New Business:
Work on this policy: Collection Development and Maintenance Policy
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
 2. Letter from Cynthia Barrett, secretary of P&Z dated August 8, 2025 POCD Questionnaire
 3. Tabled to this meeting Status of computers purchased and total cost of computers from Capital account for year 2024-2025.
 4. Tabled to this meeting: Art exhibition: Sub-committee to explore: Lynette Miller, Anne Green and Josephine Jones available in September.
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 OCTOBER 15, 2025 AT 4:00 P.M.

Received Sept. 15, 2025 @ 2:01 P.M.

Attest Brian L. Brun
Goshen Town Clerk

Goshen Public Library Board of Directors
Special Meeting, Monday, August 18, 2025
3:00 P.M. – Goshen Town Hall Conference Room

1). Henreitta Horvay, President, called the meeting to order at 3:14 PM.

2). Attendance: Henrietta Horvay, President, Johanna Kimball, Patricia Sanders, Josephine Jones, Anne Green, Secretary, Lynette Miller, Treasurer. Others: Todd Carusillo, First Selectman, Dexter Kinsella, Selectman and Scott Olson, Selectman (Zoom).

3). Discussion:

Staffing of the Library- Henrietta spoke on the current staff schedule and commented that current paid staff will work extra hours to help with coverage. The Board members will review the current schedule and make necessary staff hours changes to ensure that the public library operating hours are covered. Lynette asked that all members are provided a copy of the current staff schedule.

Lynette mentioned that the State Library Association recommendation says that there needs to be two paid library staff for coverage in the public library. First Selectman Todd Carusillo will confirm the recommendation of the State Library Association. Todd asked the Library President, Henrietta Horvay to speak regarding a call received from recently resigned employee Kate Malanca, that she would be willing to rescind her resignation and work 16 hours a week. The Board will further review.

Lynette further discussed the hiring protocol is based on the Library Board of Directors Bylaws and State Statues. Further discussion on the intent of the Library Board making supervisory changes.

Dexter mentioned that when the Board of Selectmen discussed the change, he had concerns that an issue may arise from this change. The Library Board voted to remove the Library President as the immediate supervisor and named the First Selectman as the immediate supervisor. He mentioned that this should have gone through the Town attorney for his opinion on what authority he would have as the First Selectmen. If this change was better communicated, we wouldn't be in the circumstance we are in. Lynette invited the Selectmen to the executive session.

Josephine Jones spoke on the action the board members took at their May meeting, their intent was only to remove the president as supervisor, the First Selectman was already on the job description as a supervisor. It was not our intent to advocate any responsibilities, we didn't understand the ramifications of removing the President and giving the First Selectman sole responsibility and duties to the library director.

Communications - The board members request that the president have better communication going forward.

Motion by Johanna Kimball to go into executive session to discuss personnel matters, Termination and Resignation, seconded by Patricia Sanders at 3:50 p.m.

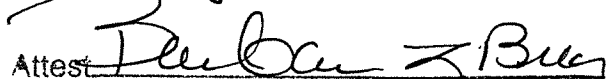
The Board came out of executive session at 5:23 p.m.

4. Adjournment: Motioned by Johanna Kimball, seconded by Lynette Miller to adjourn at 5:24 p.m. All in favor.

Respectfully Submitted,
Virginia Perry Clerk pro-tem



Received Aug 20, 2025 @ 4:22 P.M.

Attest 

Goshen Town Clerk

**Goshen Public Library Board of Directors
Wednesday August 20, 2025
Meeting Minutes**

1. Chairwoman Henrietta Horvay called the meeting to order at 4:02pm.

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

3. **Minutes of:**

Regular Meeting. July 16, 2025. Patricia Sanders moved to accept the regular meeting minutes. Anne Green seconded. All in favor.

Emergency Meeting. August 15, 2025. Patricia Sanders moved to accept the emergency meeting minutes. Anne Green seconded. All in favor.

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

4a. **Motion to go into Executive Session to discuss Personnel Matters: Hiring and Staffing:**

Lynette Miller arrived at 4:04pm.

In attendance: Henrietta Horvay; Josephine Jones; Patricia Sanders; Johanna Kimball; Lynette Miller; Anne Green; Todd Carusillo, First Selectman and Scott Olson, Selectman, is present on Zoom. Patricia Sanders made a motion to enter into executive session at 4:05pm. Josephine Jones seconded. All in favor.

4b. **Motion to come out of Executive Session:** Johanna Kimball made a motion to come out of executive session at 4:55pm. Patricia Sanders seconded. All in favor.

5. **Directors Report:** (Attached to agenda). Anne Green moved to accept the Directors Report. Patricia Sanders seconded. All in favor.

6. **Treasurers Report:** Lynette Miller stated she will submit the August Treasurers Report at the September 17, 2025 meeting. Johanna Kimball made a motion to accept the Treasurers Report. Josephine Jones seconded. All in favor.

7. **Presidents Report:** (Forms attached to agenda for policies) Henrietta Horvay discussed the Statutory Requirements forms attached, which include the Collection Development and Maintenance Policy, Library Material Review and Reconsideration Policy, Library Display Policy and Program Policy.

Two Special Meeting dates were scheduled to work on the policy's mentioned above. The first is scheduled for Thursday, August 28, 2025 at 1:00pm. The second is scheduled for Tuesday, September 9, 2025 at 10:00am.

Johanna Kimball moved to accept the Presidents Report. Patricia Sanders seconded. All in favor.

8. **New Business:** See attached letter from the secretary of P&Z dated August 8, 2025. Lynette Miller made a motion to table this discussion for a special meeting. Henrietta Horvay seconded. All in favor.

Old Business: It was discussed that the letter to the Board of Selectman, "Physical Plant Facility" is to be reviewed by the board. Lynette Miller made a motion for the Board to ask the First Selectman the status of computers purchased and total cost of computers from the Capital account for the year 2024-2025.

Josephine Jones seconded. All in favor.

Lynette Miller mentioned that the Children's room heater grid needs to be screwed down as soon as possible.

Josephine Jones made a motion to table the discussion of the Art Exhibition Sub-committee. Johanna Kimball seconded. All in favor.

(2) 8/20/25

9. **Correspondence:** None.

10. **Public Comment:**

Judy Armstrong

11. **Any other business rightly before the board.**

Josephine Jones made a motion to suspend Thursday hours at the Goshen Public Library from 6-8pm which includes Book Club. Patricia Sanders seconded. All in favor.

The board voted to hire Lynn Steinmayer effective immediately as temporary Library Director. Her hours are not to exceed 15 hours per week and her hire period is no longer than six months. Lynette Miller seconded. All in favor.

12. **Adjournment:** Josephine Jones made a motion to adjourn the meeting at 5:35pm. Anne Green seconded. All in favor.

Respectfully Submitted,

Willow P. Scott
hch

Willow P. Scott
Commission Clerk

Received Aug. 21, 2025 @ 2:59 P.M.

Attest Brian Z. Brian
Goshen Town Clerk

Goshen Public Library Board of Directors
Thursday, August 28, 2025
Special Meeting Minutes

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

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

3. **Work on various Policies:** Henrietta Horvay stated the purpose of this special meeting is to work on various policy's. Policies which were discussed are the following:

a) **Mission statement:** Mission Statement was read over. Policies were read and revised by Henrietta Horvay before the meeting. (See attached mission statement).

b) **Program Policies:** Policy was read over and revised as needed. (See attached policy). Under #3, Lynn Steinmeyer stated she will research if the form, Accessibility Accommodation Request Form. Under #7, Lynette Miller stated that "section 46a-64" needs to be verified.

4. **Public Comment:**

□ Nancy Mayer

3. **Work on various Policies: (continued).**

c) **Display Policy:** Policy was read over and revised as needed. (See attached policy). Under the paragraph "Principles and Criteria", 5th paragraph, "section 46a-64 needs to be verified. Under the paragraph Public Library's Display Policy".

d) **Material Review & Reconsideration Policy:** Policy was read over and revised as needed. (See attached policy).

e) **Request for Reconsideration of Library Materials:** The request form was read over and revised as needed. (See attached policy).

4. **Correspondence:** (See attachment) Lynette Miller read and discussed letter from Charles Roraback, the Town's attorney.

5. **Job description of the Library Director:** (See attached policy). The job description of the Library Director was read over and revised as needed.

Josephine Jones made a motion to accept the Library Directors Job Description revisions as of today, August 28, 2025. Johanna Kimball seconded. All in favor.

Lynette Miller made a motion to consult with the Library Board of Directors regarding bullet-point #11 in the Library Directors Job Description handout. Anne Green seconded. All in favor.

Johanna Kimball made a motion to table the discussion of the job description to a future meeting. Seconded by Josephine Jones. All in favor.

Adjournment: Josephine Jones moved to adjourn the meeting at 2:43 pm. Lynette Miller seconded. All in favor.

Respectfully Submitted,

Willow P. Scott
Commissions Clerk

Willow P. Scott 

Received Sept. 2, 2025 1:55 PM

Attest 
Asst. Goshen Town Clerk

Goshen Public Library Board of Directors
Special Meeting, Tuesday, September 9, 2025

Attendance: Henrietta Horvay (via Zoom), Patricia Sanders, Anne Green, Lynette Miller, Josephine Jones, Johanna Kimball, arrived at 10:25 am

Josephine Jones, Vice-Chair, called to order at 10:06 AM.

Lynette Miller moved to move item 3, **Work on various policies for statutory requirements**, to before adjournment. Anne Green second. Motion carries.

Lynette Miller moved to table item 4, **Letter received P&Z on update for POCD reference Library**, to the next regular meeting. Anne Green second. Motion carries.

Job Description. Lynette Miller moved to send an email memorandum to the Board of Selectmen to change the Library Director's Job Description at their meeting tonight. Patricia Sanders seconded. Motion carries.

Discussion of Library Board of Directors authority. Per the by-laws and ordinances the Board of Directors represent the Library before the Town governance. The by-laws state the Board shall provide well trained staff. Page 2, Article One, Fourth paragraph. Then went on to page 6 Article 7, Functions and Responsibilities of the Board and concluded the discussion with Article 9 that the Board of Directors shall review the Library Director annually.

The ruling authority is the Board of Directors therefore the supervisor's title on the Library Director should be changed to the Library Board of Directors. This is recognizing the by-laws and statutory responsibilities.

A recommendation was made by the Library Director and the Board of Directors were not consulted and people were hired. The Board did not concede authority. An opinion from council would be desired and the Board will send a statement to Board of Selectmen that we have not advocated our authority. Lynette Miller will write the letter.

Lynette Miller moved to reserve our right to notify the Attorney General. Johanna Kimball seconded. Motion carries.

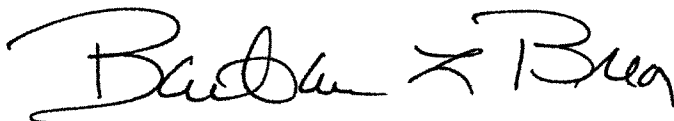
Patricia Sanders moved to go into executive session at 10:40 AM to discuss applications and candidates. Anne Green seconded. Motion carries.

The Board came out of executive session at 11:53 AM.

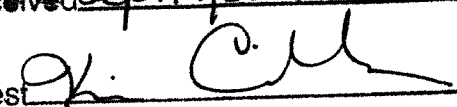
Patricia Sanders moved to table **Work on various policies** till the next meeting. Anne Green seconded. Motion carries.

Lynette Miller moved to adjourn at 11:54 AM. Johanna Kimball seconded.

Respectfully Submitted,



Barbara Breor
Clerk pro-tem

Received Sept. 9, 2025 12:39 PM
Attest 
Goshen Town Clerk

Director's Report
For September 17, 2025

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

Programs:

August 4 (Mon) – History Club – 11 patrons
August 7 (Thurs) – Babies and Board Books – 9 patrons
August 8 (Fri) – Page Turning Talks – 7 patrons
August 9 (Sat) – Summer Reading Finale - 15 patrons
August 13 (Wed) – Storytime – 5 patrons
August 13 (Wed) – Lego Hour – 4 patrons
August 14 (Thurs) – Jewelry Program – 2 patrons
August 19 (Tues) – Cyano-Type Printmaking – 6 patrons
August 21 (Thurs) – Babies and Board Books – 2 patrons
August 21 (Thurs) – Watercolor Program – 3 patrons
August 22 (Fri) – Breakfast Book Club – 3 patrons
August 25 (Mon) – Lego Hour – 3 patrons
August 27 (Wed) – Storytime – 3 patrons
August 28 (Thurs) – Babies and Board Books – 4 patrons

Coloring Pages: 4 entries – popular vote (7 votes) – Pat Goldberg winner

Search for Hero: 96 entries

Courtney has been in touch with the school and has school visits scheduled for the year. This year class visits will be on 2 days so that Courteny is able to have story hour that week. On those days I have scheduled extra staff so that we can accommodate the large number

of students and get them in and out in a timely manner that works with the school schedule.

I have spoken with Ted Orr from Yukatech. Our contract with Computer Obsession ended on September 1. Ted will get 3 new patron computers by the end of the year. We spoke about getting the scanner to send documents to the staff computers; updating local storage and security; and discovering the pros and cons of Microsoft Office vs Google. He asked if we needed a monitor with a camera. I did state that the only camera at the library was on the director's laptop so that might be helpful.

Hoopla:		kanopy: 170 loans
Audiobook	54	
BingePass	3	
Comics & ebook	16	
Movie & TV	30	
Total	103	

OverDrive (Libby)

Audiobook	159 checkouts	200 holds
Ebook	117 checkouts	228 holds
Magazine	91 checkouts	

I would like to formally thank the staff for their dedication to keeping the library open and running smoothly during this time of transition. I would also like to thank the volunteers who stepped in to support the staff. I would like to thank the Library Board of Directors for trusting me during this time, allowing me to help keep things running while a careful and thorough search is completed.

Respectfully submitted, Lynn Barker Steinmayer. MLIS, LMSW

GOSHEN PUBLIC LIBRARY

Money Received

Date	Replaced Books	Fines	Copies	Printer	Fax	Daily Total
08/01/25			\$3.40	\$1.00		\$4.40
08/02/25			\$0.00	\$0.00		\$0.00
08/03/25				\$0.00		\$0.00
08/04/25			\$1.00	\$6.60	\$0.00	\$7.60
08/05/25				\$1.00		\$1.00
08/06/25						\$0.00
08/07/25			\$0.60		\$1.00	\$1.60
08/08/25		\$0.00		\$0.00		\$0.00
08/09/25		\$0.00	\$0.00	\$0.00		\$0.00
08/10/25						\$0.00
08/11/25				\$0.00		\$0.00
08/12/25				\$3.00		\$3.00
08/13/25				\$0.40		\$0.40
08/14/25				\$0.40		\$0.40
08/15/25			\$1.00		\$1.00	\$2.00
08/16/25						\$0.00
08/17/25						\$0.00
08/18/25			\$3.60	\$0.60		\$4.20
08/19/25						\$0.00
08/20/25		\$0.50		\$3.00		\$3.50
08/21/25			\$0.20	\$2.80		\$3.00
08/22/25		\$0.75				\$0.75
08/23/25						\$0.00
08/24/25						\$0.00
08/25/25						\$0.00
08/26/25				\$10.80		\$10.80
08/27/25				\$3.20		\$3.20
08/28/25		\$0.75		\$0.20		\$0.95
08/29/25				\$0.45		\$0.45
08/30/25						\$0.00
Totals	\$0.00	\$2.00	\$9.80	\$33.45	\$2.00	\$47.25

General Fund 435198 Fines, Copies, Printer, Fax

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					5261
Elementary K-6	94	132	135	88	124	112	75	52					812
Interlibrary Loans	92	74	68	48	47	40	35	59					463
Out of Town Patrons	67	36	38	37	33	36	49	59					355
Teacher	46	30	34	27	24	24	78	41					304
Pre-School	23	20	23	23	20	22	74	1					206
Young Adult	21	18	20	16	19	21	27	10					152
Staff	11	1	17	10	2	9	8	11					69
Undefined	0	0	0	0	0	0	0	0					0
Total Items	1035	913	914	810	827	930	1138	1055	0	0	0	0	7622

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	155.20	691.00	-535.80	22.5%
5810-21 · Books Purchased	2,799.79	17,500.00	-14,700.21	16.0%
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	13,870.83	70,612.00	-56,741.17	19.6%
5223-21 · Meetings & Dues	0.00	800.00	-800.00	0.0%
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 · Other Media Purchases	1,067.50	3,200.00	-2,132.50	33.4%
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	150.00	700.00	-550.00	21.4%
5217-21 · Supplies	0.00	200.00	-200.00	0.0%
5812-21 · Videos Purchased	598.66	2,300.00	-1,701.34	26.0%
Total LIBRARY	<u>32,441.31</u>	<u>157,813.00</u>	<u>-125,371.69</u>	<u>20.6%</u>
Total Expense	<u>32,441.31</u>	<u>157,813.00</u>	<u>-125,371.69</u>	<u>20.6%</u>
Net Ordinary Income	<u>-32,441.31</u>	<u>-157,813.00</u>	<u>125,371.69</u>	<u>20.6%</u>
Net Income	<u><u>-32,441.31</u></u>	<u><u>-157,813.00</u></u>	<u><u>125,371.69</u></u>	<u><u>20.6%</u></u>

September 9, 2026

Dear First Selectman Carusillo, Selectman Olson and Selectman Kinsella:

Please be advised that as of our August 28th Special Meeting, the Library Board of Directors voted unanimously to approve the following revision and clarification for the job description of Library Director:

Essential Job Functions/Primary Responsibilities, bullet point number eleven (11):

“Consult with the Library Board of Directors on such personnel actions as hiring, termination, and discipline before obtaining approval from the Board of Selectmen for such personnel actions.”

In addition, the top of the description under “Supervisor’s Title” it shall read **“Library Board of Directors”**.

Please make note these changes passed unanimously effective as of August 28, 2025. Please have the Library Director job description updated accordingly and forward copy with revision date of 8/28/2025 to all members of the Library Board of Directors, the Interim Library Director and please link the revised job description to all employment advertisements published for a new Library Director.

Sincerely,
Goshen Library Board of Directors:
Henrietta Horvay
Josephine Jones
Lynette Miller
Johanna Kimball
Anne Greene