

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

Monthly Meeting Wednesday, April 16, 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 March 19, 2025

4. Matters Arising from Minutes

5. Director's Report

6. Treasurer's Report

7. President's Report

State Statute 11-27 is part of the Board of Directors bylaws on page 6 under article VII Functions and responsibilities of the board see attached.

8. New Business:

1. Todd Carusillo, First Selectman - Three bids to purchase new Computers.
2. Operating Budget for 2025-2026 line item Postage review and reduce per Board of Finance.
3. Capital Budget 2025-2030 revise and eliminate Computers.

9. Old Business:

Moving donated books from Library to Goshen Housing room for storage of books.

10. Correspondence:

11. Public Comment:

12. Motion to go into executive session: Linda Senkus Benedict performance. First Selectman Todd Carusillo, will be attending.

13. Motion to come out of executive session.

Received April 14, 2025 @ 11:37 AM.

14. Any other business rightly before the board.

Attest Barbara Z. Brun
Goshen Town Clerk

15. Adjournment

NEXT REGULAR MEETING WEDNESDAY MAY 21, 2025 AT 4:00 P.M.

Goshen Public Library Board of Directors
Monthly Meeting Wednesday, March 19, 2025
Revised Minutes

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

2. **Attendance:** Henrietta Horvay, Chairwoman; Josephine Jones; Patricia Sanders; Anne Green; Lynette Miller; Johanna Kimball and Linda Senkus Benedict, Library Director.

3. Josephine Jones moved to accept the regular meeting Minutes of February 19, 2025. Patricia Sanders seconded. All in favor except Lynette Miller who abstains #11. Need to remove Lynette Millers name from public comment from the January 15th, 2025 meeting.

Josephine Jones moved to accept the special meeting Minutes from March 12th. Lynette Miller seconded. All in favor except for Johanna Kimball who abstained.

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

5. **Directors Report:** The report was looked over. Saturday hours year round, 10am – 2:00pm. Lynette Miller made a motion to accept Saturday hours, 10am – 2:00pm, effective May 1, year round. Johanna Kimball seconded. All in favor. More kids programs are needed. Linda Senkus Benedict mentioned that the telephone at the front desk needs to allow for 1st buzz out. Bubble show to be held in the evening on Wednesday, May 1st. DMV pop-up event will be contacting us. Advertising is needed. Linda Senkus Benedict stated that computer support includes software. She stated she will price our software at her conferences. Budget needs to show software costs. Henrietta Horvay and Linda Senkus Benedict will discuss for next years' budget. Patricia Sanders made a motion to accept the Directors Report. Josephine Jones seconded. All in favor.

6. **Treasurer's Report:** Lynette Miller reviewed the Treasurer's Report, (see attached). She mentioned making space in the Library for local artists to display and sell their artwork. 25% – 50% proceeds for the Library Fund. Johanna Jones made a motion to accept the Treasurer's Report, Josephine Jones seconded. All in favor.

7. **Presidents Report:** Henrietta Horvay stated there is no new Presidents Report.

8. **New Business:** Todd Carusillo, First Selectman, stated we need to purchase 7, i7 computers and 1 laptop for the Library. Linda Senkus Benedict stated that we do not have a card catalog computer for Library users. She also would like the staffs computers to be moved to a more private area. She would like the public computer moved also. Linda Senkus Benedict would like to keep all computers the same for ease of use for all, and due to it being a wise investment choice for the long run. Linda stated she also needs a scanner.

Todd Carusillo stated that we have \$16,000. He stated the spending freeze in on non-essentials.

Lynette Miller feels we should purchase in July, 2025 and make necessary conversions all at once. She also stated that we need an IT person on board as soon as possible, before purchasing computers, etc.

Linda Senkus Benedict recommends Computer Obsession for an IT person. The cost is \$1,499 per year and can be pro-rated.

Lynette Miller made a motion to obtain a contract for Computer Obsession IT at \$1,500, pro-rated, and find out when IT can start. Josephine Jones seconded. All in favor.

Linda Senkus Benedict stated that to bring over Web Hosting, our website, and e-mail to Computer Obsession, the cost is \$300 per year. Not pro-rated. Back-up email costs \$65 with a contract, or \$85 without a contract, good between April – June, quarterly. She stated it would take 1 week for the transfer.

Lynette Miller made a motion to make a contract with Computer Obsession effective April 1st, including back up e-mail, website hosting, e-mail conversion and firewall protection. Patricia Sanders seconded. All in favor.

Todd Carusillo stated IT will install firewall once computers are bought. Linda Senkus Benedict stated the quote for a fire box is \$1,199.99 for 3 years. She stated that the liability is on the firewall company. Todd Carusillo stated that the Board needs to meet with the Board of Finance for the black-out shades, revise the budget, and that we can order next week. Lynette Miller stated that several Library Board members should go with Henrietta to meet with the BOF. Meeting is scheduled the 26th at 7:30pm.

Josephine Jones made a motion to approve the 3 year fire wall. Anne Green seconded. All in favor. Linda Senkus Benedict stated she will contact Computer Obsession and have them send us a contract.

5:31pm. Brief recess.

5:36pm. Back in session.

Josephine Jones made a motion to move \$4,000 from black-out shade line item, to the computers. Johanna Kimball seconded. All in favor.

Linda Senkus Benedict stated she would like the Library to try the Community Care's ramps, as they will let us borrow them. She mentioned that the Board can then ask Todd Carusillo if ramps can be purchased. Lynette Miller discussed item 8-2. Patricia Sanders offered building space "A" at the Village Marketplace to store books. She mentioned we need to ask Friends if they can move the books there.

Josephine Jones made a motion to accept use of the space at the Village Marketplace and make an update status next month. Johanna Kimball seconded. All in favor.

6pm. Anne Green was excused from the meeting.

9. **Old Business:** Discussion of ALA video. All members viewed.

10. **Correspondence.** None.

11. **Public Comment:** None.

12. **Any other business rightly before the board:** None.

13. **Adjournment:** Lynette Miller made a motion to adjourn the meeting at 6:06pm. Josephine Jones seconded. All in favor.

Respectfully Submitted,

Willow P. Scott

Board and Commission Clerk

Willow P. Scott. (blb)

Received March 28, 2025 9:38 AM
Attest *[Signature]*
Asst. Goshen Town Clerk

Monthly Report to the Board of Directors For March, 2025

Submitted April 16, 2025
by
Linda Senkus Benedict, Library Director

News this month

- Kate Malanca submitted her resignation on April 3, 2025. Her last day of employment with the library will be April 19. She will have worked here 28 years. She will be greatly missed.
- We held our monthly staff meeting on April 2. I created and showed a slideshow illustrating the changes that Goshen and the Goshen Public Library have seen since they both started, and the cutting edge things both have done. I honored each staff member and Henrietta Horvay for their service to the library and the town. I encouraged each one to bring their understanding of Goshen and the library together to make our future happen.
- We hired Dean Benton of Computer Obsession to provide 6 months of computer support, to host our website, and to host our email. The website was moved from the old vendor to the new site the weekend of April 12. (The old vendor is going out of business.) The broken links on the website were repaired, databases we no longer subscribe to were eliminated from the website, outdated pages were dropped, and information such as holidays, people's positions, and titles were updated. Additional updates such as the hours are continuing. The webpage is done on old technology which does not allow us to update it in real time. For now, it still takes an IT person to update it. When we revise and redesign the website, which I recommend we do in the fall after the new computers have been installed, we will be migrating it to programming that will allow it to update in real time, allow it to interface with other programs such as Zoom, so that we can announce programs on our website and people can register on the website without going through the frontdesk@goshenpublib.org or other staff members. For now, I'd appreciate hearing why you or people you know go to library websites, and I'd appreciate hearing about websites that you really like so that we can look at them for design ideas.
- The same weekend we began the migration of our email system from Opensource Roundcube email to Microsoft Outlook, hosted at Computer Obsession. Because the old vendor got needed information to the new vendor so late in the weekend, we were only able to start with new email on Monday morning. Old email, and contacts were stored in the old system. The following weekend, the rest of the migration will occur. The staff will see a big difference with much more functionality

in their email software, allowing them to be more efficient with their time. There is more security on the IT side of the house. Email addresses have remained the same so the public will not be aware of the change. Dean Benton did note that our domain is being hit by an unusually high number of attempts to break in during the short time he has hosted it. This is a concern, since we store patron information on some of our systems.

- ***What's the Buzz at Goshen Public Library?*** Sent out electronically to 378 people on April 2, 2025. Paula and Courtney are combining efforts with me to make this happen. Great job, staff! Courtney is also publishing a children's Instagram page. She also published a Children's newsletter.
- The Teen/Young Adult room has been a big success with young people in there many days a week after school. There is possible teen/young adult book club brewing.

Friends Support of the Library 2025 (Thank you!)

Programs I've contracted that will be sponsored by the Friends of Goshen Public Library

- Mark Albertson, April 7, The Battle of Berlin \$125
- Charlie's Bubble Show 11 a.m. June 21 (kick off Summer Reading Program) \$550
- Dr. Wendy Hurlwitz, Stress Management, 6:30 p.m. May 1 \$250

Additional support from Friends

Easel, construction paper, flip chart paper

Statistics for March 2025

Patron Visits	588
Website Visits	not available due to conversion
Computer & Wifi Visits	15

Program Attendance March 2025 (See attached)

The State of Connecticut asks for extensive program statistics for their annual report. Over the years, working with several professional librarians and office professionals, the attached spreadsheet was developed to assist in capturing the statistics on a daily basis so that they are easily available for the State Annual Report.

We have begun to use this spreadsheet at the Goshen Public Library.

If the Board of Directors approves, I propose printing the monthly spreadsheet and including that in my Board report to report our programs. It includes more information than the old list of programs. Please let me know if this would be acceptable going forward.

Additional programs

03/26/2025	School Visits	154
03/2025	March Coloring Contest	04

03/31/2025 March leprechaun search (?) found

Some Electronic Item Usage Updates

Scholastic databases have reported 0 usage for January and February and March. I discovered that we did not renew the contract. Since we do not have the funds to renew these databases in this budget, I removed these databases from our website.

Other statistics

I will resume reporting other statistics next month, and I ask for your understanding. I must cut short the time I can spend on this Board report this month so that I can shadow Kate as much as possible before she leaves us. Contact me if you need any statistics not reported here before the next Board meeting.

[illegible]

Town of Goshen
Profit & Loss Budget vs. Actual
 July 2024 through June 2025

	<u>Jul '24 - J...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Bud...</u>
Ordinary Income/Expense				
Expense				
LIBRARY				
5003-21 · Clerical Wages - Library	434.96	668.00	-233.04	65.1%
5810-21 · Books Purchased	10,838.52	17,500.00	-6,661.48	61.9%
5237-21 · Computer Supplies	1,231.54	1,750.00	-518.46	70.4%
5238-21 · Computer Support	7,274.58	7,200.00	74.58	101.0%
5232-21 · Equipment Repair	0.00	250.00	-250.00	0.0%
5220-21 · Legal Notices	0.00	25.00	-25.00	0.0%
5001-21 · Library Director	38,760.19	45,000.00	-6,239.81	86.1%
5002-21 · Library Staff Wages	49,412.31	72,091.00	-22,678.69	68.5%
5223-21 · Meetings & Dues	924.50	800.00	124.50	115.6%
5215-21 · Mileage Reimbursements	62.38	750.00	-687.62	8.3%
5250-21 · Miscellaneous	138.53	75.00	63.53	184.7%
5211-21 · Office Supplies	896.02	900.00	-3.98	99.6%
5813-21 · Other Media Purchases	4,445.38	3,000.00	1,445.38	148.2%
5811-21 · Periodicals Purchased	1,423.86	2,100.00	-676.14	67.8%
5214-21 · Postage	848.39	1,300.00	-451.61	65.3%
5235-21 · Professional Development	0.00	400.00	-400.00	0.0%
5850-21 · Programming	0.00	300.00	-300.00	0.0%
5217-21 · Supplies	193.49	300.00	-106.51	64.5%
5812-21 · Videos Purchased	954.17	2,300.00	-1,345.83	41.5%
Total LIBRARY	<u>117,838.82</u>	<u>156,709.00</u>	<u>-38,870.18</u>	<u>75.2%</u>
Total Expense	<u>117,838.82</u>	<u>156,709.00</u>	<u>-38,870.18</u>	<u>75.2%</u>
Net Ordinary Income	<u>-117,838.82</u>	<u>-156,709.00</u>	<u>38,870.18</u>	<u>75.2%</u>
Net Income	<u><u>-117,838.82</u></u>	<u><u>-156,709.00</u></u>	<u><u>38,870.18</u></u>	<u><u>75.2%</u></u>

**ARTICLE VII
FUNCTIONS AND RESPONSIBILITIES OF THE BOARD**

The Board shall formulate and review Library policy. Policies shall be reviewed at least every five (5) years, according to a set schedule. Personnel policies shall not conflict with Town policies.

The Board shall oversee the physical plant by conducting an inspection at least annually. Recommendations to the Town government for changes and/or improvements shall be made in writing.

The Board shall submit an Annual Budget to the Town.

The Board may be a member of the Association of Connecticut Library Boards.

All moneys collected or received by the Goshen Public Library in payment for library service contracted for and rendered, shall be placed in the treasury of the town, city, borough, fire district or school for which such service was rendered, to the credit of its library fund. The moneys in such fund shall be kept separate from other moneys and shall be withdrawn only by authorized officials, upon authenticated vouchers of the directors or trustees of the public library, which provides such services. (General Statutes of Connecticut, Volume 3, Chapter 190, Section 11-27, Library Fund)

**ARTICLE VIII
COMMITTEES**

Committees may be appointed by the Board to study special problems and make recommendations to the Board. Such Committees shall serve until the Board considers their work completed. On urgent matters arising between Board meetings, the President may make appointments to such Committee and such appointees to serve provisionally until confirmed by the Board. Members of such Committees need not be Board members.

**ARTICLE IX
LIBRARY DIRECTOR**

The Library Director shall be an "ex-Officio" non-voting member of the Board of Directors and shall attend all Board meetings except when the Board specifically directs otherwise. The Library Director may be excused from a meeting with advance notice and per approval of the Board President.

The Library Director shall be in administrative charge of the daily operation of the Goshen Public Library and shall operate at all times within the policy guidelines set down by the Board of Directors. The performance of the Library Director shall be subject to review by the Board at least annually.

3:35 PM

10/28/24

Accrual Basis

Town of Goshen
Profit & Loss Budget vs. Actual
 July 2024 through June 2025

TC
+VP

	Actual FY 24-25	Budget FY 24-25	Projected FY 25-26	Comments
Ordinary Income/Expense				
Expense				
LIBRARY				
5003-21 - Clerical Wages - Library	158.50	668.00	668.	0
5810-21 - Books Purchased	4,157.41	17,500.00	17500.	0
5237-21 - Computer Supplies	0.00	1,750.00	1750.	200 +
5238-21 - Computer Support	5,870.01	7,200.00	7400.	0
5232-21 - Equipment Repair	0.00	250.00	250.	0
5220-21 - Legal Notices	0.00	25.00	25.	0
5001-21 - Library Director	15,596.00	45,000.00		
5002-21 - Library Staff Wages	19,317.42	72,091.00		
5223-21 - Meetings & Dues	404.50	800.00	800.	0
5215-21 - Mileage Reimbursements	15.75	750.00	500.	250 -
5250-21 - Miscellaneous	0.00	75.00	75.	0
5211-21 - Office Supplies	247.16	900.00	1000.	100 +
5813-21 - Other Media Purchases	1,911.90	3,000.00	3200.	200 +
5811-21 - Periodicals Purchased	1,423.86	2,100.00	2100.	0
5214-21 - Postage	10.12	1,300.00	1300.	0
5235-21 - Professional Development	0.00	400.00	400.	0
5850-21 - Programming	0.00	300.00	700.	400 +
5217-21 - Supplies	37.58	300.00	200.	100 -
5812-21 - Videos Purchased	542.20	2,300.00	2300.	0
Total LIBRARY	49,692.41	156,709.00	40168.00	550 +
Total Expense	49,692.41	156,709.00		
Net Ordinary Income	-49,692.41	-156,709.00		
Net Income	-49,692.41	-156,709.00		
		39618.00		

Increase 2025-26 40168 -
 2024-25 39618 -
 \$ 550 -

Goshen Public Library

Proposed Capital Budget

2025 – 2030

Linda Senkus Benedict, Library Director

2025-2026

Upgrade Computers: Purchase 3 desktop computers and one laptop to keep our computers updated and fully functional because all computers must be updated by Oct 2025 due to Microsoft mandatory Windows 11 update. **Estimated cost: \$4,500**

2026-2027

1 color printer: Replace existing printer: **Estimated cost \$1,600**

2027 – 2028

1 copier/printer: Replace existing printer. **Estimated cost \$1,500**

2028 – 2029

Watchgard Firebox Security Suite Continuation of firewall security that protects patron electronic records. **Estimated Cost \$1,200.**

Copier/Fax Machine: The current copier/fax machine was replaced in late 2023 and will likely be due to be replaced 2028-2029. **Estimated \$1,500**

2029-2030

Upgrade Computers: Add one computer to children's room **Estimated cost \$ 900**

02/03/2025

Goshen Public Library
Proposed Capital Budget
Revised 2025 -2030

2025 -2026 No items

2026-2027

1 Color Printer: Replace existing printer Estimated cost \$1,600.

2027 – 2028

1 Copier/Printer: Replace existing printer Estimated cost \$1,500.

2028-2029

Copier/Fax Machine: The current copies/fax machine was replaced in late 2023 and likely will be due to be replaced 2028-2029. Estimated cost \$1,500.

2029-2030

Upgrade Computer: Add one computer to children's room. Estimate cost \$900.

4/16/2025
Henrietta C. Horvay