

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

Monthly Meeting Wednesday, March 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 February 19, 2025
Minutes of: Special Meeting of March 12, 2025
4. Matters Arising from Minutes
5. Director's Report
6. Treasurer's Report
7. President's Report
8. New Business:
 1. Todd Carusillo, First Selectman will discuss purchase of Computers, capital expense; firewall protection, regular expense; IT person, present PC Wizard does not want to continue serving the library.
 2. Lynette Miller to discuss donated books in library front area, per email dated March 13, 2025 attached.
9. Old Business: Discuss the ALA Video
10. Correspondence:
11. Public Comment:
12. Any other business rightly before the board.
13. Adjournment

Received March 17, 2025 @ 11:41 AM
Attest Rebecca Z. Bueg
Goshen Town Clerk

NEXT REGULAR MEETING WEDNESDAY April 16, 2025 AT 4:00 P.M.

Goshen Public Library Board of Directors
Monthly Meeting Wednesday, February 19, 2024
Minutes

1. Chairwoman Henrietta Horvay called the meeting to order at 4:02pm.
2. **Attendance:** Henrietta Horvay, Chairwoman, Josephine Jones; Patricia Sanders; Anne Green; Johanna Kimball and Linda Senkus Benedict, Library Director. Lynnette Miller asked to be excused from this meeting and is not present.
3. Josephine Jones made a motion to accept the Regular Meeting Minutes of January 15, 2025, and Patricia Sanders seconded. All in favor. Josephine Jones made a motion to accept the Special Meeting Minutes of February 3, 2025, Patricia Sanders seconded. All in favor except Johanna Kimball who abstained because of her absence.
3. **Matters Arising from Minutes:** Johanna Kimball stated that in the Regular Meeting Minutes, #12, the sentence should state, "Henrietta Horvay made a motion to go into executive session at 4:48pm".
4. **Directors Report:** (See attached). The report was looked over. The board voted to change the hours for the Library to Monday, Tuesday, Wednesday and Friday from 10am to 6pm, and Thursday 10am to 8pm, effective May 1st. Saturday hours will be discussed at the next meeting. Linda Senkus Benedict stated that she would like to attend an Association Conference in Philadelphia and another in Mystic. Henrietta stated we would need to ask the town for the extra funding that is required. Linda Senkus Benedict stated that Friends is paying for the software that sends 450 people Library newsletters. Henrietta Horvay stated that the board will look into the software to be paid by the town during next years budget meeting. Anne Green moved to accept the Directors Report, Patricia Sanders seconded. All in favor.
5. Linda Senkus Benedict introduced to the Board, Courtney Murray, the new Children's Program Coordinator. Courtney introduced herself and gave us a short background of her experience. She will be starting a Toddlers Program on March 5, 2025 at 11am, to be held every Wednesday. Posters have been made.
6. **Treasurers Report:** Henrietta Horvay stated there is no new Treasurers Report, and started a discussion stating that according to the By-Laws on page 5, the Treasurer should report monthly. A vote was never made by the board to report quarterly, per directors present. Reports are to be done monthly.
7. **Presidents Report:** None.
8. **New Business:** Henrietta Horvay requested that the secretary, Anne Green, send Jeff Johnson a thinking of you card.
9. **Old Business:** Henrietta Horvay stated the discussion of the ALA Video will be on next months agenda.
10. **Correspondence:** None.
11. **Public Comment:**
 - Judith Armstrong
 - Cindy Barrett
 - Chivas Sandage
 - Don Wilkes
12. **Any other business rightly before the board.** None.

13. **Adjournment:** Patricia Sanders made a motion to adjourn the meeting at 5:01pm. Josephine Jones seconded. All in favor.

Respectfully Submitted,

Willow P. Scott 

Willow P. Scott
Board and Commission Clerk

Received Feb 24, 2025 10:06 AM

Attest 
Asst Goshen Town Clerk

Goshen Public Library Board of Directors
Special Meeting
Wednesday, March 12, 2025
Minutes

Chairwoman Henrietta Horvay called the meeting to order at 3:45 pm.

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

Discussion ensued about the current CD at the Torrington Savings Bank. Said CD was a 15 month cd and needs to be rolled into a new CD. Lynette Miller spoke with the Town Treasurer and checked the rates in all the areas banks. The Board discussed the current rates and determined that the 24 month at 3.60% from Torrington Savings Bank was the most beneficial.

Lynette Miller **moved** to invest the funds in a 24 month CD from Torrington Savings Bank. Seconded by Josephine Jones. All in favor.

Adjournment: Anne Green **moved** to adjourn at 3:49 pm. Seconded by Patricia Sanders.

Respectfully Submitted,



Barbara L. Breor
Clerk Pro-Tem

Received March 14, 2025 @ 7:00 PM

Attest 
Goshen Town Clerk

Monthly Report to the Board of Directors For February, 2025

Submitted March 19, 2025
by
Linda Senkus Benedict, Library Director

News this month

- We held our monthly staff meeting on March 5. I announced Thurs evening library hours beginning May 1 and demonstrated how to use a book cart to avoid injury.

QUESTION: What do you want to do about Saturday hours in the summer?
(discussion continued from the last meeting)

The following change is suggested

Current summer Saturday hours 9 a.m. – 12 p.m July - Aug

Annual Saturday hours 10 a.m. – 2 p.m.

The change would allow the library to open at 10 six days/week, closing at 8 on Thursdays, 2 p.m. on Saturdays, and at 6 p.m. all other days of the week annually. No summer change.

Total annual hours the library is opened under summer change schedule = 2,408 hrs

42 hrs/week + (5 hrs on Sat for 10 months+ 3 hrs on Sat for 2 months)

Total hours the library would be opened annually with the stable Saturday schedule = 2, 392

42 hrs/week + 4 hrs on Sat x 52weeks

By keeping Saturday hours constant throughout the year we would be able to do more programming, make the library more available to children for summer reading programs, and reduce library hours by 16 hours/yr over the current schedule while making it easier for people to remember our hours.

A Board decision now will allow us to advertise the Thurs evening and summer hours together.
Thank you!

- I attended the town Safety Committee meeting on March 6. Safety improvements in the library 1st quarter 2025 include a desk phone at the circulation desk, cordless phones at the circulation desk (so that the staff take the phone to the balcony or wherever needed), and a cordless phone in the children's room where there were no phones, child proof locks on the cabinets in the toddlers' room that contains chemicals, and first aid kits in each room. (Thank you to Todd Carusillo and our maintenance person, Jerry, who helped make these things happen.) The lobby was also cleaned out to make it more handicapped accessible, and a curtain was placed over the hallway to block the view of the boxes of books waiting for the book sale.

- I attended ***Lead Your Library: Your Strategic Plan: What to do when it isn't working*** a Zoom program hosted by the CT State Library Division of Library Development on Feb. 19. The speaker described the best strategic plans as broad frameworks, but little time was spent on actual plans. He described a successful strategic plan as a way of thinking that deals with the "what ifs" that life throws us, and keeps us looking ahead, and keeps the staff focused, willing to try new things but not afraid to fail in trying new solutions. This is about staff culture, not about creating a document, and is something that the library director sets the tone for.
- ***What's the Buzz at Goshen Public Library?*** Sent out electronically to 379 people on March 3, 2025. This is the first time this newsletter was published since December 4, 2024. The Friends of the Goshen Public Library pay \$23 monthly for the Constant Contact monthly software subscription that makes it possible for the library to send out electronic newsletters. Thank you, Friends!
- Library staff and I began moving the Young Adult collection from the children's room to the balcony by having the staff pull books from the nonfiction collection that were 20 years old or older that had not been taken out during the last 5 years. I evaluated these books, kept some, and weeded others. (While more should be updated, we do not have the budget to replace all of them at this time.) This weeding is creating room for us to move books up to the balcony. We began by moving the young adult graphic novels up to the balcony. We put signs in the Young Adult section and in the balcony Young Adult section that say "Under Construction" so that the public is aware that there are changes happening. Nonfiction books marked as "Parenting" books have been interfiled with the main nonfiction collection, but parents with children are not apt to seek these books out in the balcony while they watch their youngsters in the children's rooms, so we are taking these books off the balcony and putting them in the Children's Room. The beginning of this move has started staff ideas flowing, and we will have some school volunteers helping us move things under Courtney Murray's supervision soon, so look for some exciting changes in the future!
- Much time was spent on computer issues this month. I have asked for the Board to go into Special Session to discuss the security issues discovered.

Friends Support of the Library Feb 2025 (Thank you!)

- Reimbursed Town of Goshen \$408.27 for 1 Book Truck
- \$275 for World of Harmonica Program (postponed until March 15)
- \$125 Mark Albertson: History Discussion Group: Current Events: Middle East

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

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

Other programming negotiations in Process

- DMV Pop up event at Goshen Public Library parking lot 9 – 1 p.m.
 - When would be a high traffic time in Goshen Tues – Fri to sponsor?

Statistics for Feb 2025

Patron Visits	610
Website Visits	2,704
Computer & Wifi Visits	41

Program Attendance Feb 2025

02/03/2025	Mark Albertson via Zoom: Current Event Update: Middle East	10
02/10/2025	Page Turning Talks (Non Fiction Book Club)	09
02/10/2025	Thoughtful Discussions History Club: Suez Canal	03
02/11/2025	Goshen Bookworms (Zoom Book Club)	08
02/17/2025	Great Decision (Zoom)	03
02/24/2025	Breakfast Bookclub	12
02/24/2025	Great Decisions (Zoom)	03
02/26/2025	School Visits	154
02/28/2025	January Coloring Contest (Moose)	06
02/28/2025	February Ground Hog search 70 found	

Total Adult Program Attendance 48

Total Children's Program Attendance 154

Note: Children's programs with Children's Coordinator Courtney Murray began in March.

Physical Material Circulation by Patron Type

Patron Type	Jan	Feb
ADULT	681	576
ELEMENTARY K-6	92	132
INTERLIBRARY LOAN	67	74
OUT OF TOWN	94	36
PRE-SCHOOL	23	20
STAFF	21	18
TEACHER	46	30
YOUNG ADULT	11	01
Total	1035	913

Some Electronic Item Usage Reports

Scholastic databases have reported 0 usage for both January and February. I will be investigating the cause, the contract, and how access on our website is working. I will report back to the Board when I have answers and a solution.

I will be evaluating usage of other databases and making necessary adjustments as time permits.

Kanopy (movies)	170 tickets (Feb)
Overdrive (ebooks + movies)	126 items
Hoopla (ebooks, movies, TV)	103 items

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

	<u>Jul '24 - Jun...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
LIBRARY				
5003-21 · Clerical Wages - Library	361.38	668.00	-306.62	54.1%
5810-21 · Books Purchased	7,700.26	17,500.00	-9,799.74	44.0%
5237-21 · Computer Supplies	149.22	1,750.00	-1,600.78	8.5%
5238-21 · Computer Support	6,530.36	7,200.00	-669.64	90.7%
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	34,926.85	45,000.00	-10,073.15	77.6%
5002-21 · Library Staff Wages	43,129.01	72,091.00	-28,961.99	59.8%
5223-21 · Meetings & Dues	874.50	800.00	74.50	109.3%
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	851.05	900.00	-48.95	94.6%
5813-21 · Other Media Purchases	3,848.35	3,000.00	848.35	128.3%
5811-21 · Periodicals Purchased	1,423.86	2,100.00	-676.14	67.8%
5214-21 · Postage	418.39	1,300.00	-881.61	32.2%
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	56.57	300.00	-243.43	18.9%
5812-21 · Videos Purchased	933.24	2,300.00	-1,366.76	40.6%
Total LIBRARY	<u>101,403.95</u>	<u>156,709.00</u>	<u>-55,305.05</u>	<u>64.7%</u>
Total Expense	<u>101,403.95</u>	<u>156,709.00</u>	<u>-55,305.05</u>	<u>64.7%</u>
Net Ordinary Income	<u>-101,403.95</u>	<u>-156,709.00</u>	<u>55,305.05</u>	<u>64.7%</u>
Net Income	<u><u>-101,403.95</u></u>	<u><u>-156,709.00</u></u>	<u><u>55,305.05</u></u>	<u><u>64.7%</u></u>



Henrietta C. Horvay <hchlibboarddir@gmail.com>

Donated books in Library entry

3 messages

Lynette Miller <lynettemiller622@gmail.com>

Thu, Mar 13, 2025 at 10:25 AM

To: "Henrietta C. Horvay" <hchlibboarddir@gmail.com>, Todd Carusillo <1stselectman@goshenct.gov>

I was interested in finding out if there is any space availability at Camp Coch for donated and weeded books. Currently we've had to cutain-off an area of the lobby. While this is a vast improvement from the past fire hazard posed by the storing donated and weeded books for sale by The Friends, it occurred to me that we could do better the last time I was in the Library.

I do know that there is two rooms at Camp Coch in addition to the main room. These books would not consume much space in another location, but they certainly do in our small library. Perhaps we can coordinate donations to be delivered to the town owned Camp Coch instead of our Library which is so limited on space.

An additional benefit is that the lobby area would be a perfect space to display art from local artists. Typically libraries receive 25 to 50 % of the proceeds from the sale of such art. We could establish a separate town account for the library, provided for under statute, for the Library Board to oversight and disbursement.

I would appreciate feedback. I would also like to have this put on our agenda for our next meeting.

Best regards,
Lynette

Todd Carusillo <1stselectman@goshenct.gov>

Thu, Mar 13, 2025 at 3:03 PM

To: Lynette Miller <lynettemiller622@gmail.com>, "Henrietta C. Horvay" <hchlibboarddir@gmail.com>

Cc: Goshen Recreation <Parkandrec@goshenct.gov>

Erin, Is there room for Books?

Todd

[Quoted text hidden]

Goshen Recreation <Parkandrec@goshenct.gov>

Thu, Mar 13, 2025 at 4:03 PM

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

Cc: Lynette Miller <lynettemiller622@gmail.com>, "Henrietta C. Horvay" <hchlibboarddir@gmail.com>

I truly wish I could offer some help, but there is barely enough storage for the Recreation Department and summer camp supplies in our space at Camp Coch.

Perhaps another large shed like the one we have for the tractor would fit on the property. That is the best offer I can make for storage at Camp Coch.

Erin Reilly
Recreation Director
office: 860-491-2249
cell: 860-601-6089
Camp Coch Lodge: 860-491-3367
program information at goshenrec.com
website goshenct.gov/recreation-department
email: parkandrec@goshenct.gov



Henrietta C. Horvay <hchlibboarddir@gmail.com>

American Library Association video

1 message

Lynette Miller <lynettemiller622@gmail.com>

Wed, Jan 15, 2025 at 9:18 AM

To: "Henrietta C. Horvay" <hchlibboarddir@gmail.com>

Hello Henrietta:

Below is a video from the ALA Office in Intellectual Freedom that states:

Watch this free webinar in which we hear from library privacy experts on the ethical foundations for patron privacy. We offer resources that can be used to help libraries preserve patron privacy when adopting new technology.

<https://www.techsoup.org/community/events-webinars/changing-landscape-of-library-privacy-2016-06-15>

I have watched and noted this video and believe it would be of great benefit and value for our Library Board to review this prior to instituting any policies with regard to cgs 11-25. Perhaps a special meeting can be called in order for us to watch and discuss this as a Board. I will introduce this today under old business.

Thank you,
Lynette