

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

Monthly Meeting Wednesday, January 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 December 18, 2024
Minutes of: Special Meeting of December 20, 2024
4. Matters Arising from Minutes
5. Director's Report
6. Treasurer's Report
7. President's Report
8. Old Business: 1. Budget for 2025-2026 Capital moved to after executive session.
9. New Business:
10. Correspondence:
11. Public Comment:
12. Motion to go into executive session to discuss computer security matters with Library Director
13. Motion to come out of executive session.
14. Approve Capital Budget for 2025-2026
15. Any other business rightly before the board.
16. Adjournment

Received Jan. 13, 2025 3:35 P.M.
Attest [Signature]
asst Goshen Town Clerk

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

Goshen Public Library Board of Directors
Monthly Meeting Wednesday, December 18, 2024
Minutes

1. Chairwoman Henrietta Horvay called the meeting to order at 4:06pm.
2. **Attendance:** Henrietta Horvay, Chairwoman; Josephine Jones; Patricia Sanders; Anne Green; Lynnette Miller; Johanna Kimball and Tabitha Guarnieri, Library Director.
3. Josephine Jones moved to accept the Minutes of November 20, 2024. Johanna Kimball seconded. All in favor.
4. **Matters Arising from Minutes:** Lynnette Miller stated that on paragraph 10, line 6 and 7, FOYA should be corrected to FOI Commission, Freedom of Information Commission. Anne Green moved to accept, Josephine Jones seconded.
5. **Directors Report:** Tabitha Guarnieri, Library Director, stated that the Library is lacking story time attendance and they will work on trying to get the attendance up. She stated the November Turkey hunt was successful. Overdrive stats are up. Elf on the Shelf is continuing. World of Harmonica is scheduled for January 2025. Paula has the year listed out for book clubs. Tabitha stated that the library is under on books due to a back order. Lynnette Miller moved to accept the Directors report, Patricia Sanders seconded. All in favor.
6. **Acting Treasurers Report:** (See attached). The report was looked over. Josephine Jones made a motion to receive the Acting Treasurers Report. Seconded by Patricia Sanders. All in favor.
7. **Presidents Report:** Henrietta Horvay stated there is no new Presidents Report.
8. **Old Business:** Henrietta Horvay stated that we will revisit the newsletter in upcoming meetings. The budget for 2025-2026, (see attached) was looked over. Some budget numbers increased while others were reduced. Salaries stay the same. Overall, there is an increase of \$550.00. Lynnette Miller moved to accept, Josephine Jones seconded. All in favor.
9. **New Business:** Henrietta Horvay opened up the floor for the election of new officers. Henrietta Horvay asked for a motion to add to the agenda an election of officers. A motion was made by Lynnette Miller, Josephine Jones seconded. Henrietta asked for a motion to elect a President. Josephine Jones made the motion and seconded by Anne Green to elect Henrietta Horvay as President. Motion to close election. Henrietta was asked for vice president. Johanna made a motion and seconded by Anne Green to elect Josephine Jones as Vice President. Motion to close election. Lynnette Miller nominated Anne Green for Secretary. Josephine Jones seconded. All in favor. Motion to close election. Josephine Jones nominated Lynette Miller for Treasurer. Anne Green seconded. Motion to close election. Lynnette Miller nominated Patricia Sanders for Assistant Treasurer. Anne Green seconded. Nominations were closed by Henrietta Horvay. All in favor.
10. **Correspondence:** Lynnette Miller discussed her correspondence with the FOI commission and Attorney Smarra via email. (See attached documents). Lynnette read paragraph 4 from her email from Attorney Smarra. Lynnette stated that a clear policy to protect the confidentiality of all involved is needed. Lynette made a motion that information be reviewed before going to the press. Henrietta Horvay stated that a policy for confidentiality will be worked on.

11. **Public Comment:** Henrietta Horvay opened the floor to public comment. Persons who spoke:

- Thy Ho
- Shivers Sandex
- Harry Leonard
- Susan Wheeler

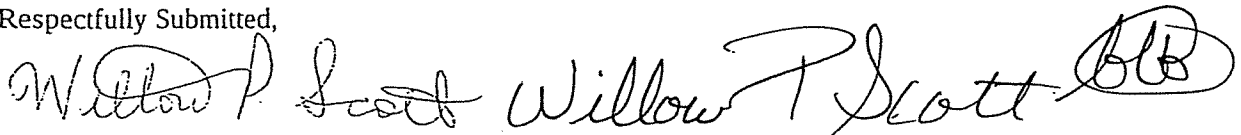
12. **Executive Session:** Henrietta Horvay adjourned meeting at 4:56pm, to open up the executive Session. Patricia Sanders made the motion and Josephine Jones seconded. All in favor.

13. Josephine Jones made a motion to come out of executive session at 6:00pm. Patricia Sanders seconded. All in favor.

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

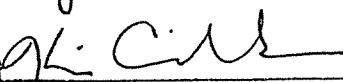
15. **Adjournment:** Lynette Miller made a motion to adjourn the meeting at 6:01pm. Johanna Kimball seconded. All in favor.

Respectfully Submitted,

 Willow P. Scott

Willow P. Scott
Board and Commission Clerk

Received Jun 3, 2025 @ 9:10 A.M

Attest 
asst. Goshen Town Clerk

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

SPECIAL MEETING FRIDAY DECEMBER 20, 2024

Minutes

1. Chairperson Henrietta Horvay called the meeting to order at 1:01 P.m.
2. Attendance: Josephine Jones, Johanna Kimball, Lynette Miller, Anne Green, and Henrietta Horvay.
Excused: Patricia Sanders.
3. Motion to go into executive session at 1:02 p.m. by Josephine Jones and seconded by Johanna Kimball to review Library Director's Performance Appraisal and New Director. Motion passed by all present.
4. Motion to come out of executive session 2:42 p.m. by Johanna Kimball and seconded by Josephine Jones. Motion passed by all present.
5. Motion to adjourn at 2:43 p.m. by Lynette Miller and seconded by Josephine Jones. Motion passed by all present.

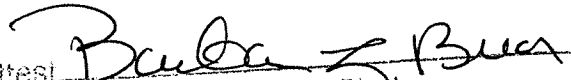
Respectfully submitted,



Henrietta C. Horvay

Chairperson

Received Dec. 23, 2024 @ 1:24 P.M.

Attest 
Goshen Town Clerk

Monthly Report to the Board of Directors For December, 2024

Submitted January 15, 2025

by

Linda Senkus Benedict, Library Director

Thank you for hiring me as Library Director. I am excited about taking on this role and look forward to working with the people of Goshen!

Programs			
Date	Program	Attendance	Notes
12/03/24	Storytime	00	
12/04/24	Storytime	00	
12/07/24	Evening w Edgar Allen Poe	20	
12/09/24	Page Turning Talks	07	
12/09/24	History Club	06	
12/10/24	Storytime	02	
12/11/24	Storytime	00	
12/11/24	Mitten Craft	06	
12/13/24	Decorate ugly sweater cookies	03	
12/13/24	Dungeons & Dragons	07	
12/16/24	Breakfast Book Club	07	
12/16/24	History Club	05	
12/17/24	Storytime	00	
12/19/24	Freedom to Read Book Club	16	
12/20/24	Guess Candy Jar Pieces	37	
12/24/24	Story Time	00	
12/30/24	History Club	08	
12/31/24	Storytime	03	

Total Program Attendance 127

123 elementary school students visited the library on 12/18/2024.

Find Holly hidden in books around the library 128 located during Dec.!

Statistics for December 2024

Patron Visits 523

Website Visits 1,444

Computer & WiFi 36

Circ Activity by Patron Category Report for December 2024

Goshen Public Library (GPL)

Library ID	Home Location	Patron Category	Checkouts	Renewals	Totals
GPL	not defined				
		ADULT	421	43	464
		ELEMENTARY GRADE K-6	146	8	154
		INTERLIBRARY LOANS	40	2	42
		OUT OF TOWN PATRONS	40	2	42
		PRE-SCHOOL	12	0	12
		STAFF	31	7	38
		TEACHER	21	1	22
		YOUNG ADULT	32	0	32
		SubTotal	743	63	806
		Total - GPL	743	63	806

Circ Activity by Item Material Types Report for December 2024

Goshen Public Library (GPL)

Library Home REGULAR BIB ITEMS

ID	Location	Material Type	Check Out	Renewal	Check Out and Renewal Total	In-House Use	Check Out, Renewal and In-House Total	Check-in	Check Out, Renewal, In-House, and Check-in Total
GPL	not defined	GPL							
		AUD. BOOKS	10	0	10	0	10	9	19
		AUD. BOOKS-JF	4	0	4	0	4	3	7
		BOOK	339	32	371	17	388	365	753
		BOOK AND CD - J	2	0	2	0	2	2	4
		BOOK-J	223	7	230	18	248	231	479
		BOOK-YA	15	0	15	0	15	10	25
		GRAPHIC NOVEL	30	1	31	0	31	28	59
		INTERLIBRARY LOAN	0	5	5	0	5	0	5
		INTERLIBRARY LOAN-J	0	1	1	0	1	0	1
		MUSEUM PASSES	4	1	5	1	6	5	11
		PARENTING	1	0	1	0	1	1	2
		PERIODICALS	17	0	17	0	17	8	25
		PERIODICALS-J	2	0	2	0	2	0	2
		VISUAL MATERIAL	25	11	36	1	37	26	63
		VISUAL MATERIALS-J	12	5	17	0	17	10	27
		SubTotal	684	63	747	37	784	698	1482
		Total	684	63	747	37	784	698	1482

Library Home BREIF BIB ITEMS

ID	Location	Material Type	Check Out	Renewal	Check Out and Renewal Total	In-House Use	Check Out, Renewal and Check-in Total	Check-in	Check Out, Renewal, In-House and Check-in Total
GPL	not defined	GPL							
		AUD. BOOKS	0	0	0	0	0	1	1
		BOOK	14	0	14	1	15	10	25

BOOK-YA	1	0	1	0	1	1	2
BREAKFAST BOOK CLUB	7	0	7	0	7	4	11
FREEDOM TO READ	17	0	17	0	17	16	33
GOSHEN BOOKWORMS	1	0	1	0	1	2	3
INTERLIBRARY LOAN	13	0	13	3	16	12	28
INTERLIBRARY LOAN-YA	0	0	0	0	0	1	1
MUSEUM PASSES	1	0	1	0	1	1	2
PAGE TURNING TALKS	4	0	4	0	4	4	8
SERVICE CENTER	1	0	1	0	1	7	8

SubTotal	59	0	59	4	63	59	122
Total	59	0	59	4	63	59	122

Library Home GRAND TOTAL

ID	Location	Material Type	Check Out	Renewal	Check Out and Renewal Total	In-House Use	Check Out, Renewal and Check-in Total	Check-in	Check Out, Renewal, Check-in and In-House Total
GPL									
	not defined								
		AUD. BOOKS	10	0	10	0	10	10	20
		AUD. BOOKS-JF	4	0	4	0	4	3	7
		BOOK	353	32	385	18	403	375	778
		BOOK AND CD - J	2	0	2	0	2	2	4
		BOOK-J	223	7	230	18	248	231	479
		BOOK-YA	16	0	16	0	16	11	27
		BREAKFAST BOOK CLUB	7	0	7	0	7	4	11
		FREEDOM TO READ	17	0	17	0	17	16	33
		GOSHEN BOOKWORMS	1	0	1	0	1	2	3
		GRAPHIC NOVEL	30	1	31	0	31	28	59
		INTERLIBRARY LOAN	13	5	18	3	21	12	33
		INTERLIBRARY LOAN-J	0	1	1	0	1	0	1
		INTERLIBRARY LOAN-YA	0	0	0	0	0	1	1
		MUSEUM PASSES	5	1	6	1	7	6	13
		PAGE TURNING TALKS	4	0	4	0	4	4	8
		PARENTING	1	0	1	0	1	1	2
		PERIODICALS	17	0	17	0	17	8	25
		PERIODICALS-J	2	0	2	0	2	0	2
		SERVICE CENTER	1	0	1	0	1	7	8
		VISUAL MATERIAL	25	11	36	1	37	26	63
		VISUAL MATERIALS-J	12	5	17	0	17	10	27
	Total - not defined		743	63	806	41	847	757	1604
	Total - GPL		743	63	806	41	847	757	1604

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	255.10	668.00	-412.90	38.2%
5810-21 · Books Purchased	6,371.77	17,500.00	-11,128.23	36.4%
5237-21 · Computer Supplies	0.00	1,750.00	-1,750.00	0.0%
5238-21 · Computer Support	6,219.26	7,200.00	-980.74	86.4%
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	27,260.17	45,000.00	-17,739.83	60.6%
5002-21 · Library Staff Wages	32,435.04	72,091.00	-39,655.96	45.0%
5223-21 · Meetings & Dues	404.50	800.00	-395.50	50.6%
5215-21 · Mileage Reimbursements	62.38	750.00	-687.62	8.3%
5250-21 · Miscellaneous	0.00	75.00	-75.00	0.0%
5211-21 · Office Supplies	270.15	900.00	-629.85	30.0%
5813-21 · Other Media Purchases	2,441.06	3,000.00	-558.94	81.4%
5811-21 · Periodicals Purchased	1,423.86	2,100.00	-676.14	67.8%
5214-21 · Postage	10.12	1,300.00	-1,289.88	0.8%
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>78,143.22</u>	<u>156,709.00</u>	<u>-78,565.78</u>	<u>49.9%</u>
Total Expense	<u>78,143.22</u>	<u>156,709.00</u>	<u>-78,565.78</u>	<u>49.9%</u>
Net Ordinary Income	<u>-78,143.22</u>	<u>-156,709.00</u>	<u>78,565.78</u>	<u>49.9%</u>
Net Income	<u><u>-78,143.22</u></u>	<u><u>-156,709.00</u></u>	<u><u>78,565.78</u></u>	<u><u>49.9%</u></u>

**GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS
TREASURER'S REPORT
Wednesday, December 18, 2024**

Funds held by the Town of Goshen for Goshen Public Library purposes only:

1. Harmon Fund:

The Harmon Fund is held in a Certificate of Deposit and a Money Market account, both at Torrington Savings Bank (TSB). The CD principal is \$35,000. This CD matures on 3/07/2025 and will earn 0.25% interest.

Beginning Balance:	\$ 5,176.61
Deposit Interest Dec 2	6.93
Credit interest	.45
Deposit Interest 12/31	7.65
The ending balance November 29, 2024	\$5,191.64

No withdrawals were made from the Money Market account in December.

2. The Library Fund:

The balance of the due/to fund remains at \$8,928.87 as per the last report.

GOSHEN PUBLIC LIBRARY
MONIES RECEIVED:

	Replaced/books	Fines	Copy/Printer	Fax	TOTAL
July 2024	30.00	4.50	24.80	7.00	\$ 66.30
August 2024	35.00	21.75	30.90	-0-	\$ 87.65
September 2024	-0-	17.25	50.15	10.00	\$ 77.40
October 2024	-0-	10.25	13.30	-0-	\$ 23.55
November 2024	5.00	5.25	21.90	6.00	\$ 38.15
December 2024	-0-	-0-	17.75	8.00	\$ 25.75