

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

Monthly Meeting Wednesday, February 18, 2026 4:00 P.M.

This meeting will be held in the Conference Room of the Town Hall
and via ZOOM Video or Conference call

ZOOM Conference Link : <https://us02web.zoom.us/j/84631800059>

Meeting ID: 821 3506 9510

Dial-In Number: 1-929-205-6099

1. Call To Order
2. Attendance
3. Acceptance of Minutes of January 21, 2026 Regular Meeting
4. Acceptance of Minutes of February 2, 2026 Special Meeting
5. Matters Arising from the Minutes:
6. Library Director's Report:
7. President's Report:
8. Treasurer's Report:
9. Old Business:
10. New Business:
11. Correspondence.
12. Public Comment:
13. All Other Business Rightly Before the Board.
14. Adjournment.

NEXT REGULAR MEETING – WEDNESDAY March 18, 2026 AT 4:00 P.M.

Received Feb 17, 2026 @ 10:05 A.M.
Attest Baile K. B...
Goshen Town Clerk

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

Monthly Meeting, Wednesday January 21, 2026 4:00 PM

Goshen Town Hall Conference Room and Zoom

1. **CALL TO ORDER:** Meeting called to order at 4:15 pm by President Patricia Sanders.
2. **ATTENDANCE:** Patricia Sanders, Rebecca Prause, Henrietta Horvay, Lynette Miller, Anne Green, Kristen D'Urso, First Selectman Seth Breakell and Library Director Philip Armentrout. Marianne Stilson – **ZOOM.**
3. **ACCEPTANCE OF MINUTES OF DECEMBER 17, 2025 REGULAR MEETING** – Motion to accept the minutes by Lynette Miller and seconded by Anne Green. Vote unanimous.
4. **MATTERS ARISING FROM THE MINUTES** - Corrections: Henrietta Horvay noticed the incorrect spelling of Patricia Sanders name twice (Saunders). Lynette Miller mentioned a correction under public comments that Marianne Stilson states that she was thanking Lynn Steinmayer for the excellent program, she appreciated the adult programming and she said she specifically did not say anything for any service, just thanked Lynn for the program, there was no thanks specifically to Henrietta or anyone else. She said that should be stricken. Motion to accept the changes by Lynette, Anne, Rebecca and Kristen.
5. **LIBRARY DIRECTOR'S REPORT-** a). Welcome to Philip Armentrout, new Library Director. Philip gave a quick talk about himself. He lives in Canton and had been the Director of the Bakerville Library for 11 years. He started here in Goshen on 1-5-26 and is very happy to be here. b.) Report to the Board. Philip reported that the budget and staff are good and he will keep things the same. Kristen asked how programming was announced to the public regarding events? Discussion of above, and how to get more engagement in the Town. Rebecca asked how many library cards are out. Philip is making it his focus. MOTION made by Rebecca Prause and seconded by Anne Green, to add further discussion of programming announcements to the public to next month's agenda. All in favor. MOTION by Lynette Miller and seconded by Rebecca Prause to accepted the Director's Report. Motion carries.
6. **PRESIDENT'S REPORT** - Patricia stated that all thank Lynn Steinmayer for all her help past and present to the library and staff.
7. **TREASURER'S REPORT** - Motion to receive the treasurers report by Henrietta Horvay and seconded by Kristen D'Urso. Motion passed. Attached - Response to Devin Stilson, Goshen Town Treasurer from Lynette Miller regarding the Library's Harmon Fund.
8. **OLD BUSINESS** - a.) Update regarding high school student ideas regarding games with seniors and creating an escape room. Discussion regarding how to get teenagers into the library, and to interact. Lynette has reached out to high school teacher Ashley Sullivan to decide frequency, transportation, room to use and building an escape room. Philip will also reach out to Ashley as well. Kristen explained what an escape room is (a bunch of puzzles which help you solve a mystery and allows you to escape from the room.) Anne suggested visiting the escape room at the Indian Institute in Washington, CT to see how it is set up. Motion by Lynette Miller and seconded by Rebecca Prause for Philip to give us a report on the status and cost next month and what would be included in a kit. Motion passed.

9. **NEW BUSINESS** - a). First Selectman will talk about 2026 Budget. Seth reported the Budget has been fairly stable. Discussion regarding Director's salary. Discussion regarding special meeting to discuss the 2026 Budget . Special meeting Friday February 6th at 11:00 AM in the conference room. All in favor.
10. **CORRESPONDENCE** - Response to Devin Stilson, Goshen Treasurer.
11. **PUBLIC COMMENT** - Marianne Stilson (Zoom) thanked the board for all they do. Also asked if the link on the Agenda could be corrected to get onto Zoom.
12. **ALL OTHER BUSINESS RIGHTLY BEFORE THE BOARD** - Lynette Miller has observed that when she calls the library, she has to ask who she is speaking to. When library staff answer the phone they should be identifying themselves at all times. Discussion about possible name tags for library staff. Philip will discuss with staff and see how they feel. Rebecca Prause asked if all computers were working and Philip said all are working.
13. **ADJOURNMENT** -Motion to adjourn at 4:58 pm made by Anne Green and seconded by Henrietta Horvay. Vote unanimous.

Special Meeting Friday, February 6th, 2026 @ 11 am

NEXT REGULAR MEETING WEDNESDAY, FEBRUARY 18, 2026 @ 4:00 pm

Respectfully submitted,

Marie Bate

Marie Bate, Substitute Clerk

Received *January 23, 2026* 9:34 AM
Attest *Barbara Z. Burr*
Goshen Town Clerk

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS
SPECIAL MEETING FRIDAY, FEBRUARY 6, 2026 11 AM
GOSHEN TOWN HALL CONFERENCE ROOM AND ZOOM

1. Call to Order: Patricia Sanders, President, called the meeting to order at 11:07 AM
2. Attendance: Philip Armentrout, Kristen D'Urso, Anne Green, Henrietta Horvay, Lynette Miller, Rebecca Prause, Patricia Sanders, First Selectman, Seth Breakell
3. A special meeting was called to discuss the draft library budget.

DRAFT BUDGET

- a. BOOKS PURCHASED- Proposed budget of \$17,500.00 is OK.
- b. COMPUTER SUPPLIES: Proposed budget of \$1347.50 is OK.
- c. COMPUTER SUPPORT: The quotation from Computer Obsession is too high and includes more support than is needed (24 hours of support for the year). Philip to contact Computer Obsession on Monday for optional plans and to copy Patricia who needs an updated quote on Monday.
- d. EQUIPMENT REPAIR: The proposed budget of \$250 is OK.
- e. LEGAL NOTICES: The proposed budget of \$25 is OK.
- f. MEETING AND DUES: Proposed budget of \$759 was reduced to \$500 to meet expected costs.
- g. MILEAGE REIMBURSEMENTS: Proposed budget of \$250 is OK.
- h. MISCELLANEOUS: PROPOSED BUDGET OF \$75 IS OK.
- i. OFFICE SUPPLIES: PROPOSED BUDGET OF \$1793.20 was reduced to \$1200 as the current annual budget was adequate.
- j. OPERATIONAL SOFTWARE: The proposed annual budget of \$5719 is OK. Items currently billed under other line items should be included in the operational software budget. These items will be adjusted by Philip over the upcoming year.
- k. STREAMING PURCHASES: The proposed budget of \$3200 is OK for now. This line item is over budget because book purchases are currently coming out of this line item. Again, Philip will correct and this will be adjusted next year.
- l. PERIODICALS PURCHASED: The proposed budget of \$2100 is OK.
- m. POSTAGE: The proposed budget of \$450 is OK. In the future, the cost of mailings (printed items) will come out of other line items. The library has hundreds of dollars of forever stamps (possibly up to \$900 worth) and the board questioned why this abundance of stamps was necessary.
- n. PROFESSIONAL DEVELOPMENT: The proposed budget of \$400 was cut to \$200. The minimum amount is being kept in the budget in case it becomes necessary.
- o. PROGRAMMING: The proposed budget of \$350 was increased to \$550
- p. SUPPLIES: The proposed budget of \$200 was decreased to \$150

- q. VIDEOS PURCHASED: The proposed budget of \$2300 is OK. Library streaming services come out of this line item. The library no longer purchases new DVDs.

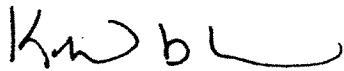
MOTION by Lynette, seconded by Rebecca to accept the budget.

4. The Library board held a discussion of the capital budget. This is a 5 year plan, and a computer upgrade was added for the 2030-2031 year.

MOTION by Lynette, seconded by Rebecca, to approve the capital budget.

5. Adjournment- MOTION by Patricia, seconded by Henrietta, to adjourn at 12:43 pm.

Respectfully submitted,



Kristen D'Urso, Library Board of Director

Received Feb 10, 2026 @ 9:57 AM

Attest Barbara Z. Bruer
Goshen Town Clerk

Goshen Public Library
Director's Report for December
For February 18, 2026 Meeting

- I am still settling in but am getting more familiar with tasks and expectations. The staff continues to be an invaluable resource.

- We figured out that some patron's library accounts (Kristen, e.g.) predate the Buzz newsletter. This is the reason she specifically hadn't been getting it. We developed a strategy to bring up the newsletter both verbally & with signage. As of now there is an option when signing up for a library card to NOT sign up for the newsletter & many people actively choose not to sign up even after providing their email address. A possible resolution strategy would be to change the wording on the library card application to say that by giving their email address they are signing up for our newsletter. They can unsubscribe if they choose.

We are spreading the word about Buzz's availability & are "selling" it to anyone we can.

- All staff identify themselves when answering the phone.

- I spoke with Ashley Sullivan at the high school about activities for teens, kids, and seniors, both separately and together.

Travel to and from was raised as a concern, both for the teens and the seniors.

Ashley suggested having nametags on hand for the players.

We talked about escape room kits, and she suggested one that is on the more expensive end (\$199) but seems to be superior to the run-of-the-mill versions available for cheaper prices. She also suggested that the escape room could have ideas from and/or be created by the teens and the "game" itself possibly being for younger children or families. Much of this depends on the kit selected and how flexible and reusable it is.

Programs:

Monday, January 5 – Mark Albertson – 6 patrons

Tuesday, January 6 – Book Buzz (After School) – 6 patrons
 Wednesday, January 7 – Writing Contest Session for Scorers – 4 patrons
 Thursday, January 8 – Babies & Board Books – 11 patrons
 Friday, January 9 – Page Turning Talks – 4 patrons
 Monday, January 12 – History Discussion – 6 patrons
 Tuesday, January 13 – Goshen Bookworms – 5 patrons
 Tuesday, January 13 – Book Buzz (After School) – 3 patrons
 Monday, January 19 – History Discussion – 6 patrons
 Tuesday, January 20 – Book Buzz (After School) – 4 patrons
 Friday, January 23 – Coffee & Chapters Book Club – 6 patrons
 Thursday, January 29 – Babies & Board Books – 2 patrons
 Friday, January 30 – December Coloring Contest – 11 patrons
 Friday, January 30 – Candle Search – 34 patrons

Hoopla:

Audio	56
eBook & Comics	18
Movie & TV	20

OverDrive:

eBooks	170 holds	100 check outs
Audio	182 holds	187 check outs
Magazines		164 check outs

More statistics e.g patron visits or yearly circulation statistics available upon request.

Town of Goshen - Public Library

26-27 Library Budget Worksheet (Revision 1)

Status: Submitted 02/09/26

ACCOUNT	Jul - Dec 25 (Actuals)	Current Annual Budget	% Annual Budget	Proposed 26-27 Budget	% Budget Change	Yr/Yr Change
LIBRARY						
5810-21 Books Purchased	\$9,829.18	\$17,500.00	45.0%	\$17,500.00	45.7%	
5237-21 Computer Supplies	\$673.75	\$1,750.00	4.5%	\$1,347.50	3.5%	(\$402.50)
5238-21 Computer Support	\$1,114.55	\$1,481.00	3.8%	\$2,500.00	6.5%	\$1,019.00
5232-21 Equipment Repair	\$57.21	\$250.00	0.6%	\$250.00	0.7%	
5220-21 Legal Notices		\$25.00	0.1%	\$25.00	0.1%	
5223-21 Meetings & Dues	\$379.50	\$800.00	2.1%	\$500.00	1.3%	(\$300.00)
5215-21 Mileage Reimbursements	\$37.80	\$500.00	1.3%	\$250.00	0.7%	(\$250.00)
5250-21 Miscellaneous		\$75.00	0.2%	\$75.00	0.2%	
5211-21 Office Supplies	\$896.60	\$1,000.00	2.6%	\$1,200.00	3.1%	\$200.00
5212-21 Operational Software	\$5,014.90	\$5,719.00	14.7%	\$5,719.00	14.9%	
5813-21 Streaming Purchases	\$3,253.90	\$3,200.00	8.2%	\$3,200.00	8.4%	
5811-21 Periodicals Purchased	\$1,660.12	\$2,100.00	5.4%	\$2,100.00	5.5%	
5214-21 Postage		\$900.00	2.3%	\$450.00	1.2%	(\$450.00)
5235-21 Professional Development		\$400.00	1.0%	\$200.00	0.5%	(\$200.00)
5850-21 Programming	\$61.46	\$700.00	1.8%	\$550.00	1.4%	(\$150.00)
5217-21 Supplies	\$28.92	\$200.00	0.5%	\$150.00	0.4%	(\$50.00)
5812-21 Videos Purchased	\$1,155.75	\$2,300.00	5.9%	\$2,300.00	6.0%	
Total Library Non-Wage Expenses	\$24,163.64	\$38,900.00	100.0%	\$38,316.50	100.0%	(\$583.50)

LIBRARY SALARIES

5003-21 Clerical Wages - Library	\$520.62	\$691.00
5001-21 Library Director	\$6,943.13	\$47,610.00
5002-21 Library staff Wages	\$43,521.38	\$70,612.00
Total Library Wages	\$50,985.13	\$118,913.00
	\$75,148.77	\$157,813.00

CAPITAL & NON-RECURRING

Color Printer: Replace existing Printer

\$1,600.00

Goshen Public Library

Capital Budget

Revised 2026 – 2031

2026 – 2027

1 Color Printer: Replace existing printer	Estimated cost: \$1,600
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2027 – 2028

1 Copier/Printer: Replace existing printer	Estimated cost: \$400
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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
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2029 – 2030

Upgrade Computer: Add one computer to children's room.	Estimated cost \$900
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2030 – 2031

Computer Upgrade:	Estimated cost \$1,500
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02/06/26

Patricia Sanders

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS
TREASURER'S REPORT:
JANUARY 2026 ACTIVITY – REPORTED FEBRUARY 2026 MEETING

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

- 1) The Harmon fund is held as a Certificate of Deposit (CD) in the amount of \$35,000 and interest realized is held in a Money Market account. Both accounts are held at Torrington Savings Bank (TSB). Library Harmon fund Income statement is attached.

Hometown Money Market:

Current balance as of January 30, 2026: \$6,232.17

*Note: no deposit interest transfer was reported for the month of January, only the minimal credit interest of .51 cents. We should expect two (2) Deposit interest transfers in February's Torrington Savings Bank reporting, both in excess of \$100.00.

- 2) The Library Fund:
Currently an available balance of \$8,928.87 remains in this account.
- 3) Money collected January 2026 for replaced books, fines, copy and fax fees, are deposited into the General Fund. A significant decrease in receipt amounts continues to be noted this month as well. Library itemized receipts report is included in the Library Director's report.

Total cash received: \$54.90

Submitted by Lynette Miller, Treasurer
Goshen Library Board of Directors



Phone
(860) 496-2152
Email
TorrSav@TorringtonSavings.Bank
Website
TorringtonSavings.Bank

P.O. Box 478, Torrington, CT 06790
RETURN SERVICE REQUESTED

Customer Statement

Pg 1 of 2

Account Number: xxxxxxxx1450
Statement Date: Jan 01, 2026 thru Jan 30, 2026

Summary - All Accounts

Product	Account #	Ending Balance
Advantage Money Market	xxxxxxx1450	\$6,232.17

TOWN OF GOSHEN
BERNICE & MARILYN HARMON FUND INCOME ACT
LIBRARY HARMON FUND INCOME
42 A NORTH STREET
GOSHEN CT 06756-1543

Advantage Money Market - xxxxxxxx1450

Date	Transaction Description	Withdrawal	Deposit	Balance
	BEGINNING BALANCE			\$6,231.66
Jan 30	Credit Interest		0.51	6,232.17
	ENDING BALANCE			\$6,232.17

Interest Summary

Avg. Daily Balance	Min. Balance for Period	Interest Period	Days in Period	Interest Earned	Annual Percentage Yield Earned	Interest Paid YTD
6,231.66	6,231.66	Jan 01, 2026 - Jan 30, 2026	30	0.51	0.10%	0.51

Interest Rate Summary

Date	Rate%	Date	Rate%	Date	Rate%	Date	Rate%
Jun 21	0.10%						

Overdraft/Returned Item Fees

Fee Type	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Account Summary

Previous Date	Beginning Balance	Deposits	Interest Paid	Withdrawals	Fees	Ending Balance
Jan 01, 2026	6,231.66	0.00	0.51	0.00	0.00	6,232.17



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