

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 Lynette 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 righty 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
Board and Commission Clerk

Willow P. Scott 

Received Jun 21, 2025 @ 9:14 A.M.
Attest *Barbara Z. Breen*
Goshen Town Clerk

**Director's Report of the
Goshen Public Library
November 2024**

Meeting held on December 18, 2024

All Meetings held via Zoom unless otherwise marked

Programs

November 4, Monday – Mark Albertson – 15 patrons
 November 5, Tuesday – Story Time – 0
 November 6, Wednesday – Story Time – 0
 November 11, Monday – Non-Fiction Book Club – 6 patrons (in person)
 November 11, Monday – History Club – 6 patrons
 November 12, Tuesday – Story Time – 0
 November 13, Wednesday – Story Time – 0
 November 15, Friday – Dungeons and Dragons – 8 patrons (in person)
 November 16, Saturday – Morning Trivia – 23 patrons (in person)
 November 18, Monday – Breakfast Book Club – 11 patrons (in person)
 November 18, History Club – 6 patrons
 November 19, Tuesday – Story Time – 0
 November 20, Wednesday – Unofficial School Visit – 68 patrons (in person)
 November 23, Saturday – Wild Turkeys – cancelled due to presenter emergency
 November 25, Monday – History Club – 6 patrons

November Turkey Hunt – 64 turkeys found

	2024	2023	2022	2021	2020
Hoopla:					
Audio	54	37	27	32	21
eBook	36	16	12	15	20
Movie & TV	19	33	35	17	7
Kanopy (views; now tickets):	150	108	35	40	22

Statistics for November	2024	2023	2022	2021	2020
Patron Visits	593	475	538	570	384
Website Visits	1899(1230)	1870(1087)	1295(857)	1662(872)	1781(670)
Computer & WiFi	49	26	23	24	20

	2024	2023	2022	2021	2020
Adult Book Circulation	370	481	380	399	419
YA Book Circulation	13	18	11	8	30
Children's Book Circulation	298	503	438	322	209
Graphic Novels	18	37	-	-	-
Periodicals	15	19	24	24	24
Adult Videos/DVD	36	35	15	61	51
Children's Videos/DVD	4	11	7	4	9
Audio Books	8	12	4	12	8
Museum Passes	3	1	3	2	0
InterLibrary Loan	69	30	45	17	43
Total Circulation	834	1148	962	900	819

OverDrive	2024	2023	2022	2021	2020
eBooks	100	95	99	92	67
eBook holds	75	23	166	92	118
Audio Books	172	100	92	87	70
Audio Book holds	84	35	80	67	87
OverDrive Magazine	62	63	2	8	5

Upcoming Programs

**this is excluding the weekly History Club meetings on Monday afternoons at 4pm*

Adult Programs

Find Holly! – ongoing until December 21st

Goshen Public Library's version of "elf on a shelf" has been going on. Each day you can come in to find our little bird, Holly, in different areas of the main part of the library. *Open for all ages!*

2025 Author of the Month Reading Challenge (all year long)

The basic gist of the challenge is to read a book each month by an author born in that month. Calendars, game cards, and entry forms will be available each month.

Saturday, January 18th, 2025 at 11:00am – World of Harmonica

"The World of Harmonica" program is an effort to expand the awareness of the instrument. Using Story Telling, Historical Facts and playing the instrument in many styles Bob Hennessy tells the story and plays the music that will open your ears and minds to "The World of Harmonica". The program includes a Power Point presentation as well.

His fast paced program is both entertaining and educational. The all ages show will delight and perhaps even move you to try the instrument once again.

Monday, January 13th, 2025 at 10:30am – Page Turning Talks

A monthly non-fiction book club that meets on the 2nd Monday of each month, featuring non-fiction titles that are sure to spark discussion! Our January book will be Literary Wonderlands by Laura Miller

Monday, January 27th, 2025 at 9:30am – Breakfast Book Club

Our January book will be Cemetery of Untold Stories by Julia Alvarez. Light breakfast foods and coffee will be provided.

11:51 AM

12/16/24

Accrual Basis

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	206.05	668.00	-461.95	30.8%
5810-21 • Books Purchased	6,118.05	17,500.00	-11,381.95	35.0%
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	21,444.50	45,000.00	-23,555.50	47.7%
5002-21 • Library Staff Wages	28,847.42	72,091.00	-43,243.58	40.0%
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	913.28	2,300.00	-1,386.72	39.7%
Total LIBRARY	<u>68,417.20</u>	<u>156,709.00</u>	<u>-88,291.80</u>	<u>43.7%</u>
Total Expense	<u>68,417.20</u>	<u>156,709.00</u>	<u>-88,291.80</u>	<u>43.7%</u>
Net Ordinary Income	<u>-68,417.20</u>	<u>-156,709.00</u>	<u>88,291.80</u>	<u>43.7%</u>
Net Income	<u>-68,417.20</u>	<u>-156,709.00</u>	<u>88,291.80</u>	<u>43.7%</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:	\$ 5,176.20
Credit interest	.41
The ending balance November 29, 2024	\$5,176.61

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

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

3:35 PM
10/28/24
Accrual Basis

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

Ordinary Income/Expense	Budget FY		Projected FY	Comments
	Actual FY 24-25	24-25	25-26	
Expense				
LIBRARY				
5003-21 · Clerical Wages - Library	158.50	668.00	668.	
5810-21 · Books Purchased	4,157.41	17,500.00	17,500.	
5237-21 · Computer Supplies	0.00	1,750.00	1,750.	
5238-21 · Computer Support	5,870.01	7,200.00	7,400.	
5232-21 · Equipment Repair	0.00	250.00	250.	
5220-21 · Legal Notices	0.00	25.00	25.	
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.	
5215-21 · Mileage Reimbursements	15.75	750.00	500.	
5250-21 · Miscellaneous	0.00	75.00	75.	
5211-21 · Office Supplies	247.16	900.00	1000.	
5813-21 · Other Media Purchases	1,911.90	3,000.00	3200.	
5811-21 · Periodicals Purchased	1,423.86	2,100.00	2100.	
5214-21 · Postage	10.12	1,300.00	1300.	
5235-21 · Professional Development	0.00	400.00	400.	
5850-21 · Programming	0.00	300.00	700.	
5217-21 · Supplies	37.58	300.00	200.	
5812-21 · Videos Purchased	542.20	2,300.00	2300.	
Total LIBRARY	49,692.41	156,709.00	40168.	
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.-

**Lynette Miller** <lynettemiller622@gmail.com>

Case Regarding Library "User"

Lynette Miller <lynettemiller622@gmail.com>

Wed, Dec 18 at 2:20 PM

To: russell.blair@ct.gov <russell.blair@ct.gov>

Cc: <nicholas.a.smarra@ct.gov>

Bcc: <luxelook@optonline.net>

Here is the summary sent to me by your attorney Nicholas Smarra. This more than similar case holds another example of the broad context of "user" in library terms. It is difficult because you appear to be in 75% agreement with Attorney Smarra.

One final question, do I understand you correctly that a complaint must be filed in order for a ruling to be made by the FOI Commission and the Commission no longer issues advisory opinions? Again, thank you for your time.

Best regards,

Lynette Miller

Goshen, CT

[Quoted text hidden]

Brookhart v Reaman (1).pdf



Lynette Miller <lynettemiller622@gmail.com>

Reconsideration Form

Wed, Dec 18 at 11:32 AM

Blair, Russell <Russell.Blair@ct.gov>
To: Lynette Miller <lynettemiller622@gmail.com>

Hi Lynette,

Yes, I would agree that if the documents were not reviewed and discussed during the public portion of a library board meeting that does change things. I was under the understanding that the board was weighing in on the individual reconsideration requests rather than just briefly mentioning they had been received. They are still public records but depending on the content some information would be exempt from disclosure under CGS 11-25. I still think that if the Commission received a complaint we'd have to review the forms and see what information was gathered, and perhaps the decision would be to release them with identifying information redacted.

I think you can define library user broadly, certainly, but I don't know if someone who is a taxpayer who has never set foot in the library is considered a "user." The term is not defined in statute. Our statute uses "user" not "patron"

[Quoted text hidden]



Lynette Miller <lynettemiller622@gmail.com>

Case Regarding Library "User"

2 messages

Smarra, Nicholas A <Nicholas.A.Smarra@ct.gov>

Tue, Dec 17 at 10:31 AM

To: LuxeLook <LuxeLook@optonline.net>, lynettemiller622@gmail.com <lynettemiller622@gmail.com>

Hi Lynette,

Please see below for the case I mentioned regarding the issue of what a "user" is:

Brookhart v. Reaman

(2023 WL 6471120) (October 5, 2023)

The Colorado Court of Appeals, Division VI, held that the identities of individuals who submitted requests for books to be removed from a public library were exempt from disclosure under the Colorado Open Records Act ("CORA") exception to disclosure for "library user records." Under this exception, a library may not disclose any record or other information that identifies a person as having requested or obtained specific materials or services or as otherwise having used the library.

After several individuals requested that the Gunnison County Library (the "Library") remove or restrict access to the book *Gender Queer: A Memoir*, a reporter submitted a request under CORA seeking unredacted copies of the requesters' "Request for Reconsideration of Materials" forms (the "reconsideration forms"). The Library developed reconsideration forms, which were available to the public through its website, so that any person could request an item be removed from the Library's collection or that access to the item be restricted.

The Library brought an action seeking guidance on how it should respond to the CORA request. The district court determined that the requestor was entitled to the reconsideration forms but that the identities of the individuals who submitted those forms must be redacted. The requestor appealed.

The Court of Appeals affirmed the district court and held that the CORA exception for library user records applied to requesters' reconsideration forms. The Court noted that based on the language of the statute, an individual was a "user" of the Library if they requested or obtained a specific service from the Library. The Court determined that the definition of "service" encompassed the Library's promulgation and the submission of the reconsideration form. Crucial to the Court's analysis was that the Library created and disseminated the reconsideration form, establishing a procedure by which any person could request certain books be removed or restricted.

(Please see attached for the full case)

Additionally, here is the contact page for the state library: https://portal.ct.gov/csl/contactus?language=en_US

Please let me know if you have any questions.

Subject **RE: Question for Library Complaint Forms**
From Blair, Russell <Russell.Blair@ct.gov>
To Tabitha Guarnieri <director@goshenpublib.org>
Date 2024-04-25 12:44



Good afternoon Tabitha,

I don't believe that complaints received about a library book would fall under CGS 11-25 as library records that must be kept confidential. My interpretation of the statute is that it would apply to things like a customer's browsing history, or information about who attended a particular library program. Furthermore, if these complaints are reviewed or discussed by the library board that would necessitate that they do not remain confidential.

Best,

Russell Blair

Director of Education & Communications
Freedom of Information Commission
860-256-3968
russell.blair@ct.gov

From: Tabitha Guarnieri <director@goshenpublib.org>
Sent: Thursday, April 25, 2024 12:11 PM
To: Blair, Russell <Russell.Blair@ct.gov>
Subject: Question for Library Complaint Forms

You don't often get email from director@goshenpublib.org. [Learn why this is important](#)

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi Russell,

This is Tabitha from the Goshen Public Library. Two months ago I received complaint forms about a book in question on our shelves, these were brought to a public meeting before coming into my hands at the library, however now I've been told that it's possible these count as library records and are protected under a state statute - this is the statute that was given to me.

Sec. 11-25. Reports by libraries. Confidentiality of records. (a) The libraries established under the provisions of this chapter, and any free public library receiving a state appropriation, shall annually make a report to the State Library Board.

(b) (1) Notwithstanding section 1-210, records maintained by libraries that can be used to identify any library user, or link any user to a library transaction, regardless of format, shall be kept confidential, except that the records may be disclosed to officers, employees and agents of the library, as necessary for operation of the library.

(2) Information contained in such records shall not be released to any third party, except (A) pursuant to a court order, or (B) with the written permission of the library user whose personal information is contained in the records.

(3) For purposes of this subsection, "library" includes any library regularly open to the public, whether public or private, maintained by any industrial, commercial or other group or association, or by any governmental agency, but does not include libraries maintained by schools and institutions of higher education.

(4) No provision of this subsection shall be construed to prevent a library from publishing or making available to the public statistical reports regarding library registration and use of library materials, if such reports do not contain personally identifying information.

(1949 Rev., S. 1663; February, 1965, P.A. 490, S. 8; P.A. 75-316, S. 15; P.A. 81-431, S. 4; P.A. 07-227, S. 20.)

source: https://www.cga.ct.gov/current/pub/chap_190.htm

I've also been told that it was fine to let people see the complaint forms because these are public records. Some of my fellow library directors have said these would be public information as they're not circulating records of library users

I appreciate any information you can give me on this.

Thanks,
Tabitha

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Tabitha K. Guarnieri
Library Director
Goshen Public Library
42B North Street, Goshen, CT 06756
860-491-3234 ext 3
www.goshenpublib.org

Currently Reading