

Goshen Public Library Board of Directors
Wednesday, June 26, 2024
Minutes

1. Chairwoman Henrietta Horvay called the meeting to order at 4:03 pm.
2. **Attendance:** Henrietta Horvay, Chairwoman; Josephine Jones; Patricia Sanders; Johanna Kimball; Lynette Miller; Anne Green; Tabitha Guarnier, Library Director
3. Josephine Jones moved to accept the **Second Amended Minutes of April 17, 2024**. Johanna Kimball seconded. All in favor

Patricia Sanders **moved** to accept the **Minutes of May 15, 2024**. Seconded by Anne Green. All in favor.

4. **Matters Arising from Minutes.** Lynette Miller asked that in the first sentence under item 10 that CGS 53a-193 should read "CGS 53a-a93, regarding Obscenity as to Minors" All in favor.

No corrections to the minutes of May 15, 2024. All in favor.

5. **Director's Report:** Tabitha Guarnier, Library Director, (see attached). May 29 was the last school visit, 133 kids and teachers. All the numbers are going up steadily. The hold for the audio books was explained, people waiting for the popular books. A second group of Dungeon's and Dragons was added because of the overflow and the increased popularity of the program. Dan Krhla is running the Sunday program at the conference room in the church. Lynette Miller **moved** to accept the Director's Report. Seconded by Johanna Kimball. All in favor. Lynette Miller **moved** to include discussion of the profit and loss to the Director's Report. Audio books are over and clerical wages are over.

6. **Acting Treasurer's Report:** (see attached) The report was looked over. Josephine Jones **moved** to receive the Acting Treasurer's Report. Seconded by Patricia Sanders. All in favor.

7. **President's Report:** Mrs. Horvay reported that she has been researching the Board minutes from 1999 to present to find out how the Friends of the Library was established. The by-laws were given during the last meeting. In 2000 the Friends became a 501c3 to promote the library. Roughly in 2000 they also began the Annual Goshen Fair book sale. Hugh Allen as a member of the Board of Finance wrote a letter about the Friends and any money coming into the Library would go into the General Fund and not into the Library citing CGS 11-21 & 11-27 (concerning Public Libraries). In 2006 in the Treasurer's Report, done by Jeff Johnson, they made a motion to include the two funds by the Friends in the Library Treasurer's Report. In 2006. The annual mailing was sent and half was paid for by the Friends and half was paid for by the Board. In 2007 the overdue book guilt jar was created and the funds go to the Friends. May 15, 2009 Special Funds – two funds were listed and they created the Book Discussion Group. 2011 it was voted about the summer hours. 2012 Library Board of Directors set the date for the Fundraisers that was held in conjunction with the Friends. The Board and the Friends have always been active together. The Give Local campaign has been promoted by the Library for the Friends. The Board does also help with the Friends Book Sale. This year's book sale will be in person sign up for volunteers.

In 1999 Sally Richtmyer made a motion to have the Board pay for the website.

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Friend's minute used to be on the website.

Mrs. Horvay stated that she does bring flyers around the Town to promote events in the Library. She also wanted to remind everyone that programs in the conference should send a letter to the First Selectmen to make sure that there is availability.

It was asked if the Board has Fiduciary responsibility of the Friends Funds. It was stated that the President of the Friends, President of the Library Board and Treasurer of the Library Board have oversight.

Patricia Sanders **moved** to accept the verbal report. Seconded by Josephine Jones. All in favor.

8. Old Business: Letters received by the attorney about the Fiduciary Responsibility of the Library Board and the Friends are attached to the minutes.

Lynette Miller brought CGS 11-25 Reports by Library and Confidentiality of Records. Freedom of Information states that certain statutes will override the Freedom of Information Act. Transactions & other records we get an opinion or have our town attorney ask for an opinion of FOI. Releasing documents that are submitted to the library and names attributed to those documents may fall under the statute. Have our Town Attorney speak to that. To protect our Library and taxpayers from liability.

Anne Green **moved** to have Todd ask the Town Attorney, Chip, to give an opinion in regards to CGS 11-25 and properly releasing of information out of the library in regard to any individual names. Lynette Miller seconded. All in favor.

9. New Business: none

10. Correspondence: none

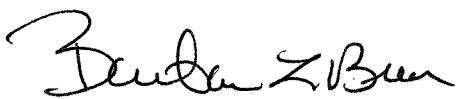
11. Public Comment: Mrs. Horvay stated that per FOI public comment is at discretion of the chair, and she chooses to leave public comment on agenda. People who spoke:

- Joyce Mowrey
- Judy Armstrong gave her 2 minutes to Joyce Mowrey.
- Lee Kennedy
- Marianne Arancio-Stilson
- Katherine Rosenfield

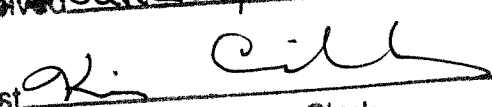
12. Any Other Business: none

13. Adjournment: Johanna Kimball **moved** to adjourn at 5:12 pm. Seconded by Lynette Miller.

Respectfully Submitted,



Barbara L. Breor
Clerk Pro-Tem

Received June 28, 2024 10:09 AM
Attest 
Asst. Goshen Town Clerk

Director's Report
Goshen Public Library
May 2024
Held June 26th, 2024
All Programs on Zoom unless otherwise marked.

Programs

May 1st, Wednesday – Story Time – 12 patrons (in person)
May 3rd, Friday – Mother's Day Crafts – 13 patrons (in person)
May 4th, Saturday – Great Decisions – 3 patrons
May 6th, Monday – Mark Albertson – 10 patrons
May 7th, Tuesday – Story Time – 7 patrons (in person)
May 8th, Wednesday – Story Time – 17 patrons (in person)
May 10th, Friday – Dungeons and Dragons (group 1) – 9 patrons (in person)
May 12th, Sunday – Dungeons and Dragons (group 2) – 3 patrons (in person)
May 13th, Monday – Page Turning Talks – 4 patrons (in person)
May 13th, Monday – History Club – 3 patrons
May 14th, Tuesday – Story Time – 9 patrons (in person)
May 15th, Wednesday – Story Time – 8 patrons (in person)
May 20th, Monday – Breakfast Book Club – 11 patrons (in person)
May 21st, Tuesday – Story Time – 6 patrons (in person)
May 28th, Tuesday – Story Time – 4 patrons (in person)
May 29th, Wednesday – School Visit – 133 patrons (in person)

Hoopla:	2024	2023	2022	2021	2020
Audiobooks & Music	69	49	35	31	21
eBooks	27	28	12	6	16
Movies & TV	33	11	12	16	2
Kanopy (tickets; previously views):	110	41	23	27	36

Statistics for May	2024	2023	2022	2021	2020
General Patron Visits	589	519	474	327	0
Website Visits	4518(2679)	1957(1091)	1291(883)	2063(966)	2118(707)
Computer & WiFi	26	22	17	22	0

Circulation Statistics	2024	2023	2022	2021	2020
Adult Book Circulation	465	434	392	421	205
YA Book Circulation	386	17	10	11	11
Children's Book Circulation	22	313	306	242	25
Graphic Novels	27	-	-	-	-
Periodicals	23	30	22	18	28
Adult Videos/DVD	8	61	54	26	38
Children's Videos/DVD	2	3	9	7	1
Audiobooks	13	5	5	4	7
Museum Passes	2	6	1	0	0
InterLibrary Loan	80	53	44	43	0
Total Circulation	1028	983	911	782	326

Overdrive	2024	2023	2022	2021	2020
eBook	103	83	102	82	73
eBook Holds	194	159	129	100	100
Audiobooks	322	108	103	94	81
Audio Holds	150	97	59	71	71
Overdrive Magazines	65	4	7	2	7

Upcoming Programs: June - August

**this is excluding story times (Tuesday/Wednesday mornings) and the weekly History Club meetings on Monday afternoons at 4pm*

Adult Programs

Monday, June 24th at 9:30am – Breakfast Book Club

A monthly fiction book club that meets on the 4th Monday of each month with light breakfast foods provided. We are continuing through the works of Jodi Picoult with *Second Glance*. Books will be available for pickup at the front desk!

Monday, July 8th 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 July book is *The Monk of Mokha* by Dave Eggers.

Friday, July 19th from 4:00 – 5:45pm – Ice Cream Social (all ages)

July is National Ice Cream Month! Stop by the library on Friday, July 19th, between 4:00 – 5:45pm for ice cream and socialization. And maybe grab a book or movie to check out!

Emily will also be doing a sand art craft during this time.

Saturday, August 10th @ 11:00am – Pollinators and Their Effect on Our Ecosystem

We depend on honeybees for at least one third of the food that we eat every day. Learn about our most important pollinators and the Beekeepers that tend to them as well as the benefits of protecting our pollinators. Examine endangered species and how important honeybees are to apple crops.

Children's Programs

ALL SUMMER – Summer Reading Program

Children who visit the library to take out a book, audiobook, dvd, or just show off their school reading log will be rewarded! Prizes include dog tags, water bottle stickers, finger lights, activity books, Swiftie swag, and more!

Also, join us each Wednesday afternoon for a family activity with Miss Emily!

Friday, July 12th at 6:30pm – Dungeons and Dragons (first group)

We'll be playing Dungeons & Dragons, a classic fantasy role-playing game. Students in middle school and high school are welcome. Exercise your imagination and creativity in this one-night campaign meant for beginners. Bring your own character sheets or use a pre-generated one from our Dungeon Master! Pizza and snacks will be provided.

Sunday, July 14th at 10:00am – Dungeons and Dragons (second group)

Our new, second group will be playing Dungeons & Dragons, a classic fantasy role-playing game. Students in middle school and high school are welcome. Exercise your imagination and creativity in this one-day campaign meant for beginners. Bring your own character sheets or use a pre-generated one from our Dungeon Master! Snacks will be provided. ***Please Note: This event takes place at Goshen Church of Christ Congregational, 5 Old Middle Street, Goshen, CT.***

Town of Goshen
Profit & Loss Budget vs. Actual
July 2023 through June 2024

	<u>Jul '23 - J...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Bud...</u>
Ordinary Income/Expense				
Expense				
LIBRARY				
5003-21 · Clerical Wages - Library	805.38	668.00	137.38	120.6%
5810-21 · Books Purchased	15,117.25	17,500.00	-2,382.75	86.4%
5237-21 · Computer Supplies	1,552.53	1,750.00	-197.47	88.7%
5238-21 · Computer Support	5,309.15	7,200.00	-1,890.85	73.7%
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	45,000.00	55,000.00	-10,000.00	81.8%
5002-21 · Library Staff Wages	69,267.14	70,486.00	-1,218.86	98.3%
5223-21 · Meetings & Dues	504.50	800.00	-295.50	63.1%
5215-21 · Mileage Reimbursements	36.88	750.00	-713.12	4.9%
5250-21 · Miscellaneous	2.51	75.00	-72.49	3.3%
5211-21 · Office Supplies	753.99	800.00	-46.01	94.2%
5813-21 · Other Media Purchases	2,853.09	3,000.00	-146.91	95.1%
5811-21 · Periodicals Purchased	1,881.50	2,100.00	-218.50	89.6%
5214-21 · Postage	582.87	1,200.00	-617.13	48.6%
5235-21 · Professional Development	200.00	300.00	-100.00	66.7%
5850-21 · Programming	0.00	300.00	-300.00	0.0%
5217-21 · Supplies	297.13	300.00	-2.87	99.0%
5812-21 · Videos Purchased	2,386.09	2,300.00	86.09	103.7%
Total LIBRARY	<u>146,550.01</u>	<u>164,804.00</u>	<u>-18,253.99</u>	<u>88.9%</u>
Total Expense	<u>146,550.01</u>	<u>164,804.00</u>	<u>-18,253.99</u>	<u>88.9%</u>
Net Ordinary Income	<u>-146,550.01</u>	<u>-164,804.00</u>	<u>18,253.99</u>	<u>88.9%</u>
Net Income	<u>-146,550.01</u>	<u>-164,804.00</u>	<u>18,253.99</u>	<u>88.9%</u>

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS
TREASURER'S REPORT
Wednesday June 26, 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:	\$ 5,129.64
Deposit interest 5/31	7.41
Credit interest	.43

The ending balance May 31, 2024	\$ 5,137.48
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No withdrawals were made from the Money Market account May.

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 2023	-0-	-0-	38.20	21.00	59.20
August 2023	35.00	4.00	27.85	13.00	79.85
September 2023	-0-	22.00	21.90	2.00	45.90
October 2023	-0-	13.25	17.40	3.30	33.95
November 2023	0-	2.00	15.40	-0-	17.40
December 2023	15.00	-0-	9.15	5.00	29.15
January 2024	-0-	10.25	35.80	12.00	58.05
February 2024	-0-	8.65	25.15	6.00	39.80
March 2024	-0-	19.00	34.45	1.00	54.45
April 2024	25.00	30.75	140.10	2.00	171.15
May 2024	5.00	26.75	143.00	3.00	167.75

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.)

History: 1965 act substituted state library committee for state board of education; P.A. 75-316 substituted state library board for state library committee; P.A. 81-431 added Subsec. (b) concerning confidentiality of library circulation records; P.A. 07-227 replaced former Subsec. (b) re confidentiality of personally identifying information with new Subsec. (b) re confidentiality of records that can be used to identify library user or link user with library transaction and release of records, effective July 1, 2007.