

Goshen Public Library Board of Directors
Thursday, August 28, 2025
Special Meeting Minutes

1. Chairwoman Henrietta Horvay called the meeting to order at 1:03 pm.

2. **Attendance:** Henrietta Horvay, Chairwoman; Josephine Jones, Anne Green, Johanna Kimball, Lynette Miller and Lynn Steinmeyer, Interim Director. Patricia Sanders is excused from the meeting.

3. **Work on various Policies:** Henrietta Horvay stated the purpose of this special meeting is to work on various policy's. Policies which were discussed are the following:

a) **Mission statement:** Mission Statement was read over. Policies were read and revised by Henrietta Horvay before the meeting. (See attached mission statement).

b) **Program Policies:** Policy was read over and revised as needed. (See attached policy). Under #3, Lynn Steinmeyer stated she will research if the form, Accessibility Accommodation Request Form. Under #7, Lynette Miller stated that "section 46a-64" needs to be verified.

4. **Public Comment:**

☐ Nancy Mayer

3. **Work on various Policies: (continued).**

c) **Display Policy:** Policy was read over and revised as needed. (See attached policy). Under the paragraph "Principles and Criteria", 5th paragraph, "section 46a-64 needs to be verified. Under the paragraph Public Library's Display Policy".

d) **Material Review & Reconsideration Policy:** Policy was read over and revised as needed. (See attached policy).

e) **Request for Reconsideration of Library Materials:** The request form was read over and revised as needed. (See attached policy).

4. **Correspondence:** (See attachment) Lynette Miller read and discussed letter from Charles Roraback, the Town's attorney.

5. **Job description of the Library Director:** (See attached policy). The job description of the Library Director was read over and revised as needed.

Josephine Jones made a motion to accept the Library Directors Job Description revisions as of today, August 28, 2025. Johanna Kimball seconded. All in favor.

Lynette Miller made a motion to consult with the Library Board of Directors regarding bullet-point #11 in the Library Directors Job Description handout. Anne Green seconded. All in favor.

Johanna Kimball made a motion to table the discussion of the job description to a future meeting. Seconded by Josephine Jones. All in favor.

Adjournment: Josephine Jones moved to adjourn the meeting at 2:43 pm. Lynette Miller seconded. All in favor.

Respectfully Submitted,

Willow P. Scott
Commissions Clerk

Willow P. Scott 

Received Sept. 2, 2025 1:55 PM

Attest 
asst. Goshen Town Clerk

Material Review and Reconsideration Policy

The library welcomes expressions of opinion concerning materials, programs or displays. A Goshen resident with a vested interest who wishes that a specific item, program or display be reconsidered is asked to complete and submit a Reconsideration Form. In accordance with Public Act 25-168 Sec. 322, 323 Goshen Library abides by the following statutory requirements:

- No library material, display or program shall be removed, or programs be canceled, because of the origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program.
- Library materials, displays and programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.
- The materials review and reconsideration process for individuals with a vested interest, must be a resident of Goshen to challenge any library material, display or program shall neither favor nor disfavor any group based on protected characteristics.
- The individual completing a reconsideration form must include specific information about which portion or portions of such material they object to and provide an explanation of the reasons for such objection. The Request for Reconsideration form must include the individual's full legal name, address and telephone number.
- Reconsideration requests are not confidential patron records under section 11-25 of the general statutes.
- Any library material being challenged will remain available in the library according to its catalog record and be available for a resident to reserve, check out or access until a final decision is made by the library director.

Review Process:

The Library Director, along with appropriate staff, will evaluate the request for reconsideration form, read the challenged material in its entirety, evaluate the challenged material against the collection development and maintenance policy and make a written decision on whether or not to remove the challenged material not later than sixty days from the date of receiving such request. The library director shall provide a copy of the library director's decision and report to the individual who submitted the form.

The final authority regarding the removal or retention of library materials ultimately resides with the Library Board of Directors. Any appeal of the decision of the library director should be directed to the Library Board of Directors.

The Library Board shall:

- (A) consult with (i) the library director, (ii) the State Librarian, or the State Librarian's designee, (iii) a representative of the cooperating library service unit, as defined in section 11-9e of the general statutes, (iv) the president of the Connecticut Library Association, or the president's designee, and (v) the president of the Association of Connecticut Library Boards, or the president's designee,
- (B) deliberate on such request for reconsideration,
- (C) provide a written statement of the reasons for the reconsideration or refusal to reconsider the library material, and
- (D) provide any final decision that is contrary to the decision of the library director.

A resource that has previously been reconsidered by request shall be exempt from additional requests for reconsideration for three years following being retained in the Library's collection despite a formal request for reconsideration. The Library Director shall summarize the previous decision in response to any new request for reconsideration during that three-year time period.

The Library is prohibited by state statutes from removing, excluding or censoring any book on the sole basis that an individual finds such book offensive.

Goshen Public Library Programming Policy

Purpose:

The Goshen Public Library ("the Library"), in keeping with its mission of promoting knowledge, ideas and cultural enrichment, develops and presents programs that provide information, learning and entertainment. Programming is an integral component of Library services that promotes and complements the Library's other services and collections. It supports the Library's role as the center of the community. Programs are provided for the interest, information and enlightenment of all residents and aim to represent a wide range of varied diverging viewpoints and will provide access to content that is relevant to the research, independent interests and educational needs of residents. The Library recognizes the importance of displays and programs as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. This policy provides guidelines for the development, management, and oversight of programs presented by the Library.

Key Definitions:

A Library program is a free event, virtual or in-person, planned by the Library staff for the benefit of those members of the public who opt to attend. It may involve outside presenters, facilitators or performers and may be presented in cooperation with other entities. Note: Use of a public meeting room by an organization or individual to hold a public event is not a Library program. The Goshen Public Library does not have a meeting room.

Scope:

This policy applies to all Library programs.

Roles and Responsibilities:

The Library Board delegates development, presentation and oversight of programs to the Library Director and staff.

The Library Director is accountable for planning, scheduling and implementation of programs and may delegate to her staff and to the children's coordinator.

Designated Library staff are responsible for the development, coordination and supervision of Library programs. The final responsibility for the library program is held by the Library Director, but day-to-day responsibility is shared by library employees throughout the library that are professionally trained to curate and develop programs.

Attendees are responsible for complying with the Policies for Patron Behavior.

Procedures:

1. **Program Selection:** The Library strives to present programs that are educational, informational, cultural or recreational and avoids programs that do not meet these standards. Topics, content and timing of Library programs are developed with consideration of available resources and keeping community needs and interests in mind. Program selection is based upon the suitability of topic, format and intended audience. A program will not be excluded because its topic may be regarded by some as controversial. Library sponsorship of a program does not constitute or imply an endorsement of the content or of the presenter of the program. The library provides programs created or curated by librarians or staff members

of the public library as well as allowing displays and programs created by members of the public or community groups and exhibited in the public library.

a. Library programs must have an educational, informational, cultural or recreational value to the community. Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by the Library.

b. Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the Library. However, educational programs, such as candidate forums that include invitations to all recognized candidates, may be offered.

c. Programs that support or oppose a specific religion will not be approved or offered. Programs are planned to be inclusive of all cultures and of all religions and no religion. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of Library patrons.

2. Program Development, Coordination and Supervision: Library programs may originate from Library staff, partnering institutions or members of the public.

In the event of a co-sponsored program, supervision of the program may be delegated to the co-sponsoring organization depending upon the timing and venue of the program. All programs sponsored or co-sponsored by the Library, however, must abide by this policy regardless of where they are hosted.

3. Program Access: Library programs are free and open to the public on a first-come first-serve basis. Registration may be in advance online or at the door. For programs targeted to a specific audience, e.g. children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come first-serve basis, limited to those individuals as the Library deems appropriate. Any individual requiring accommodation to participate in a Library program should contact the Library two weeks prior to the program using the Accessibility Accommodation Request Form.

4. Virtual Program Delivery: Some Library programs may be offered using a Library approved virtual meeting platform that registered patrons may use to access the virtual program from their own internet-enabled devices. This may include programs that are simultaneously run at the physical Library as well as programs that are offered only virtually. While hosting the virtual program, Library staff, partnering organizations, and program facilitators will follow industry standard best practices for virtual events.

Some virtual programs may be pre-recorded and broadcast via the internet or recorded as presented for later viewing. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program.

Live virtual programs require advance registration. Registered participants will receive via email a link to log on to the program and must not share that link with others. Information collected during the registration process will be used only to communicate information about that program or to confirm eligibility to participate in that program.

Patrons attending virtual programs are expected to adhere to the Library Policy for Patron Behavior. Failure to do so may result in their immediate removal from said program. The Library will make all reasonable efforts to ensure the digital security of virtual events, however attendees must understand that all online activity carries some degree of risk.

Patrons are required to provide their own equipment and internet connection to attend virtual programs. The Library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but makes no guarantee that every patron will be capable of accessing every Library program successfully. Nor can the Library guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

5. Program Materials: Books, CDs, DVDs or other ancillary materials related to the content of a program may be offered for sale at a Library program as a convenience to attendees.

6. Program Evaluation: To provide the highest quality and most useful programming, Library staff may gather information about program results to guide future programming decisions. Outputs, such as the number of attendees at a program, will be gathered for all or almost all programs. Outcomes, such as how well the content of a program helped attendees learn about the program's topic, will be gathered at times when such data is required for grant reporting or would be helpful in evaluating a new program topic or format.

7. Procedures for the Questioning of Library Programs by Patrons:

The Library limits consideration of requests to reconsider material, displays or programs to individuals with a vested interest, who are residents of Goshen. Please see our Statement of Concern Policy and reconsideration form for further information on this process.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

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TOWN OF GOSHEN, CT

POSITION TITLE: LIBRARY DIRECTOR	DEPARTMENT: LIBRARY
SUPERVISORS TITLE: LIBRARY BOARD OF DIRECTORS. ADMIN SUPERVISION BY FIRST SELECTMAN	POSITIONS SUPERVISED: LIBRARY AIDES & CHILDREN'S PROGRAMMER- LIBRARY AIDE
POSITION STATUS: EXEMPT	CURRENT WEEKLY HOURS: 35
SALARY CLASSIFICATION	Grade ---

Position Description Summary/Purpose:

The purposes of this position are to develop, manage, administer, supervise and direct the programs and activities of the Library, in the functional areas of collection development; circulation; community outreach and events; educational offerings and social media presence. The Library Director is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions/Primary Responsibilities:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Select or approve materials and content for collection; order books including electronic and audio books. Direct the processing and preparation for shelving of new materials. Manage online catalog and related record-keeping.
 - Review donated materials for possible acquisition; refresh the collection periodically.
 - Plan, publicize, and conduct/direct programs for adults and other groups as necessary. Create flyers, press releases and email newsletters regarding offerings. Participate in events.
 - Offer reading suggestions to patrons. Respond to patron comments and needs; coordinate Reader's Advisory offerings.
 - Borrow bulk loans from the State Library Service Center; maintain relationships with library associations, councils and consortiums through meetings, programs, conferences, roundtables and personal contact. Oversee annual statistical report to the State Library.
 - Maintain productive vendor relationships.
 - Ensure the Library has an active social media presence; oversee the Library's webpage. Act as public relations representative for the Library.
 - Work hours at the circulation desk and answer reference questions.
 - Act as liaison to the Friends of the Goshen Library; attend functions as schedule permits and participate in fundraising.
- Assist in the development of short and long-range plans for the Library; assist with
- Develop library policies and procedures and assign, train and supervise staff; direct grant writing.
 - Develop Library Policies and procedures and assign, train and supervise staff; direct volunteer activities. Consult with the Library Board of Directors on such personnel actions as hiring, termination, and discipline before obtaining approval from the Board of Selectman for such personnel actions.
 - Prepare with the Board Treasurer and President the department's operating budget; present budget with the Library Board to the First Selectman/Board of Selectmen for

submission to the Board of Finance. Administer and monitor the budget to identify variances and to stay within approved operating expenses.

Manage grant

requirements; account for income received from fines, fees and other sources; maintain petty cash funds. Submit weekly payroll and invoices to the fiscal office.

- Oversee the maintenance of the Library's physical building and content; coordinate maintenance and advise the Library Board of needed repairs or replacement of assets.

- Submit monthly written reports and statistics to the Library Board. Attend Board meetings.

- Ensure safe working conditions for employees through policies and training programs. Manage risks to workers and the physical building; may sweep and shovel front steps during snowstorms.

- Consistent on-site office and on-time attendance is essential for this position.

- Where appropriate, availability to attend and assist with after-hours meetings with Boards and commissions or other Town events.

Other Functions:

- Perform similar or related work as required, directed or as situation dictates.

- Continue professional development and training; keep current with trends.

- Assist other department staff as needed to promote a team effort to serve the public.

Knowledge, Ability and Skills:

- Thorough knowledge of the principles and procedures used in managing a public library system;

- Thorough knowledge of a wide range of literature, particularly contemporary;

- Knowledge of trends in library services;

- Knowledge of library networks and resources;

- Knowledge of computer applications appropriate for library functions, and knowledge of municipal public library budgeting.

- Ability to develop short term and long-range comprehensive plans for library

- highly developed ability to develop and oversee multiple projects and programs at one operations;

- time;

- Ability to assign, train, and supervise programs and staff; ability to manage and administer grants;

- Ability to prepare narrative and statistical reports;

- Ability to prepare and administer an operating budget for the Library, including financial record-keeping.

- Ability to ensure good customer service through the Library daily operations and

- Strong verbal and written communication skills, including public speaking and programs.

- Strong skills in using library technology systems and office applications; teaching;

- Excellent research and critical thinking skills;

- Excellent organizing and prioritizing skills;

- Skills associated with the supervision and training of staff;

- Aptitude for working with people and maintaining effective working relationships others, including library groups and patrons of all ages;

- Skills in working with a Board and non-profit groups; and in fundraising and managing donations and funds.

- Ability to interact in a constructive, helpful and positive manner with the public, staff and all appropriate contacts.

Minimum Required Qualifications:

Education, Training and Experience:

A Master's degree in Library and Information Sciences (MLIS) from an ALA-accredited college with two years working experience in a library, with at least one year of supervisory experience.

Special Requirements:

Valid CT Driver's License

Job Environment:

Administrative work is performed in a relatively quiet office or moderately noisy Library with regular interruptions during the day at the library to deal with public and staff, to deal with patrons or staff issues. Drives to meetings and events in all types of weather. Requires office equipment.

the operation of vehicle, telephone, computers, copiers, mobile devices, and other standard office equipment.

Frequently contacts other libraries, vendors, event performers, and assists the public.

Interacts with educators and other Town departments. Communication is frequently in person, by telephone, fax, email, and in writing. Speaks at public events and during training programs.

Errors in judgment or omissions could result in delay or loss of services, and monetary loss and/or rework.

Physical and Mental Requirements:**Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/ feel				X
Climbing or balancing			X	
Stooping, kneeling, crouching, crawling			X	

Reaching with hands and arms			X	
Bending, pulling, pushing		X		
Driving		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements:

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. All positions/job descriptions are subject to the relevant personnel policies.)

Prepared 1/1/19
Approved 1/8/19
Library Director
Town of Goshen
1/9/2025

Goshen Public Library

Request for Reconsideration of Library Materials

Please include your full name, address, and telephone number on this form or it will not be accepted. All requests must be from an individual residing in the town.

Please note the patron requesting reconsideration of library material will be given a packet of documents that includes the library's Collection Development and Maintenance Policy, the Library Bill of Rights, the Freedom to Read, and the Freedom to View statements from the American Library Association. These documents are available at the Front Desk and may be picked up in person.

Name _____ Date _____

Address _____

Phone _____ Email Address _____

Do you represent yourself? _____

Do you represent an organization? (please identify) _____

1. Resource on which you are commenting:

____ Book ____ Display ____ Movie ____ Magazine ____ Library Program

____ Music ____ Newspaper ____ Artwork ____ Other (please specify) _____

Title _____

Author/Artist/Producer/Provider _____

2. Specify which portion or portions of the material is objected to and explain the reason for your objection. (Use additional pages, if necessary.)

3. What brought this resource to your attention?

4. Have you read or viewed the material in its entirety? Y N

5. What concerns you about this material? (Use additional pages, if necessary.

6. What do you believe is the purpose of this material?

7. For what age group should this material be recommended?

8. Overall, do you think there is any value in this material?

9. Are there resources you can suggest providing additional information and/or other viewpoints on this topic?

10. Are you aware of any critical reviews dealing with this material? List here, or provide as an attachment.

11. Why do you feel your negative feelings about this work should prevent other members of the Goshen community, who may not share your concerns, from accessing this material?

12. What would you like the library to do about this material?

Please sign and date below and return this form to the Library Director. You will be notified within 60 days of receipt of the results of the reconsideration process. Reconsideration requests are not confidential patron records under section 11-25 of the CT General Statutes.

Signature_____Date_____

Goshen Public Library's Display Policy

Purpose

The Goshen Public Library's Display Policy provides a basis for the display of library materials by library staff, informs the public about the principles and criteria upon which these decisions are made, and promotes the purposes of the library's mission, which is:

The mission of the Goshen Public Library is to provide books, media, information, programs and services to educate, inform and entertain the community. The Goshen Public Library recognizes the importance of displays as resources for voluntary inquiry and the dissemination of information and ideas, and to promote free expression and free access to ideas by residents. With a strong focus on encouraging the love of reading, lifelong learning, and creativity, we establish responsive connections between the diverse needs of our community, our vast collections, our digital services, and an array of engaging programming. A key aspect of our approach is the creation of thoughtfully curated displays, which play an essential role in informing and inspiring individuals of all ages and diverse backgrounds. These displays serve as a tangible expression of our dedication to the community and exemplify our belief that a vibrant library contributes to a strong community. Displays are provided for the interest, information and enlightenment of all residents, represent a wide range of varied and diverging viewpoints, and provide access to content that is relevant to the research, independent interests and educational needs of residents.

Policy

The Goshen Public Library recognizes the importance of displays as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. With a strong focus on encouraging the love of reading, lifelong learning, and creativity, we establish responsive connections between the diverse needs of our community, our vast collections, our digital services, and an array of engaging programming. A key aspect of our approach is the creation of thoughtfully curated displays, which play an essential role in informing and inspiring individuals of all ages and diverse backgrounds. These displays serve as a tangible expression of our dedication to the community and exemplify our belief that a vibrant library contributes to a strong community. Displays are provided for the interest, information and enlightenment of all residents, represent a wide range of varied and diverging viewpoints, and provide access to content that is relevant to the research, independent interests and educational needs of residents.

Principles and Criteria

The final responsibility for the display of library materials is held by the Library Director, but day-to-day responsibility is shared by library employees throughout the library that are professionally trained to curate and develop displays. Library staff uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs
- The Library may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

The Library will strive to include a wide spectrum of opinions and viewpoints in library initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial.

The library provides displays created or curated by librarians or staff members of the public library as well as allowing displays created by members of the public or community groups to be exhibited in the public library. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by the Goshen Public Library of the content of the display or exhibit, or of the views expressed in the materials on display.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Goshen Public Library's Display Policy

Selection of materials will not be inhibited by the possibility that materials may inadvertently come into the possession of or be seen by minors. No one can exercise censorship to restrict access to library materials by others. It is the parents' or guardians' responsibility to determine which library materials are appropriate for their children. The Goshen Public Library supports intellectual freedom and endorses the American Library Association (ALA) Freedom to Read Statement, Freedom to View Statement, the Library Bill of Rights and all relevant interpretations.

Procedures for the Questioning of Library Displays by Patrons

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Goshen Public Library
Mission Statement

The mission of the Goshen Public Library is to provide books, media, information, programs and services to educate, inform and entertain the community. Throughout the year we have purchased programs and services to educate, inform and entertain the community. Throughout the year we have purchased bestselling fiction and non fiction books, audio books, magazines, DVD's of the most popular and award-winning movies and television shows, and large print titles. We have Libby, Kanopy and Hoopla to bring eBooks, audio-books, and movies to our residents. We have continued with Transparent Language which is an online language learning app. Do you need to learn a language for business or pleasure? All of these are dependent upon a current library card so please make sure we have your updated information.