

Goshen Public Library Board of Directors
Monthly Meeting Wednesday, February 19, 2024
Minutes

1. Chairwoman Henrietta Horvay called the meeting to order at 4:02pm.
2. **Attendance:** Henrietta Horvay, Chairwoman, Josephine Jones; Patricia Sanders; Anne Green; Johanna Kimball and Linda Senkus Benedict, Library Director. Lynnette Miller asked to be excused from this meeting and is not present.
3. Josephine Jones made a motion to accept the Regular Meeting Minutes of January 15, 2025, and Patricia Sanders seconded. All in favor. Josephine Jones made a motion to accept the Special Meeting Minutes of February 3, 2025, Patricia Sanders seconded. All in favor except Johanna Kimball who abstained because of her absence.
3. **Matters Arising from Minutes:** Johanna Kimball stated that in the Regular Meeting Minutes, #12, the sentence should state, "Henrietta Horvay made a motion to go into executive session at 4:48pm".
4. **Directors Report:** (See attached). The report was looked over. The board voted to change the hours for the Library to Monday, Tuesday, Wednesday and Friday from 10am to 6pm, and Thursday 10am to 8pm, effective May 1st. Saturday hours will be discussed at the next meeting. Linda Senkus Benedict stated that she would like to attend an Association Conference in Philadelphia and another in Mystic. Henrietta stated we would need to ask the town for the extra funding that is required. Linda Senkus Benedict stated that Friends is paying for the software that sends 450 people Library newsletters. Henrietta Horvay stated that the board will look into the software to be paid by the town during next years budget meeting. Anne Green moved to accept the Directors Report, Patricia Sanders seconded. All in favor.
5. Linda Senkus Benedict introduced to the Board, Courtney Murray, the new Children's Program Coordinator. Courtney introduced herself and gave us a short background of her experience. She will be starting a Toddlers Program on March 5, 2025 at 11am, to be held every Wednesday. Posters have been made.
6. **Treasurers Report:** Henrietta Horvay stated there is no new Treasurers Report, and started a discussion stating that according to the By-Laws on page 5, the Treasurer should report monthly. A vote was never made by the board to report quarterly, per directors present. Reports are to be done monthly.
7. **Presidents Report:** None.
8. **New Business:** Henrietta Horvay requested that the secretary, Anne Green, send Jeff Johnson a thinking of you card.
9. **Old Business:** Henrietta Horvay stated the discussion of the ALA Video will be on next months agenda.
10. **Correspondence:** None.
11. **Public Comment:**
 - Judith Armstrong
 - Cindy Barrett
 - Chivas Sandage
 - Don Wilkes
12. **Any other business rightly before the board.** None.

13. **Adjournment:** Patricia Sanders made a motion to adjourn the meeting at 5:01pm. Josephine Jones seconded. All in favor.

Respectfully Submitted,

Willow P. Scott 

Willow P. Scott
Board and Commission Clerk

Received Feb 24, 2025 10:06 AM

Attest 
Asst Goshen Town Clerk

Monthly Report to the Board of Directors For January, 2025

Submitted February 19, 2025

by

Linda Senkus Benedict, Library Director

News this month

- Held our monthly staff meeting on Feb 5.
After discussion with staff, we request to change library hours as of May 1 to Mon – Wed 10-6, Thurs 10 -8, Fri 10-6, Sat 9- 2.
Saturday hours would stay the same during the summer.
This change would not cost additional staffing. This would allow residents who work during the day to use the library one evening a week. This would allow us to schedule evening programs, and partner with area libraries hosting evening zoom programs.
- We welcomed Courtney Murray to our staff as Children's Coordinator!
- I sent the annual contact information for Goshen Public Library Advised Funds required to the Connecticut Community Foundation.
- Worked with Paula to create the Confidentiality poster. (Kate helped.) Thanks all!
- Worked with our periodical vendor to get contract information and claim item we had not received. (This is standard library procedure.)
- Updated Constant Contact information and will restart publication shortly. (deleted 73 dead addresses) Cost is paid monthly by the Friends as a program cost. Does the Board want me to pick it up as a software license expense? (\$23 per month)
- Contacted our Large Print vendor to consolidate and understand pending orders.
- Cleaned up our main book vendor's account records. (They had people listed as able to order who had left employment 10 years ago.)
- Our book carts arrived! I ran reports on our library automation software that have allowed us to begin pulling items that were published before 2000 that have been taken out fewer than 5 times to evaluate for weeding. We need to make room on the shelves to move the young adult collection out of its current location as the Board has directed.
- Obtained license agreement for our library automation software (library catalog and circulation system.) It was last negotiated in 2009 and has been automatically updated annually. The State Library and most other libraries in CT left this software package 20 years ago. Once our computers and our website have been updated and migrated, I recommend that we begin investigating what we will want to do here. For now, I suggest that you pay attention to the catalogs of other libraries you may use and notice what you like. If you allow me to go to the American Library

Association Conference in Philadelphia June 26 - 30, I can begin to get contact information for vendors for when the time comes to decide what we will do with this contract.

- I attended my first NW CT Library Director's Roundtable on Feb. 12 (Zoom)

Friends of the Library Support

- Approved \$453.60 in programs, museum passes, prizes, and refreshment expenses for programs in December and the beginning of January.
- Approved the purchase of one book cart, \$408.27 with CLC discount. Jeff Johnson will be taking money from the Jeff Johnson Civil Improvement Foundation of Torrington, which is managed through the Community Foundation, and donating it to the Friends to cover the cost of the book truck. By purchasing two trucks together, the library saved \$230 in shipping costs for each truck.
- We agreed that for the next few months, when I have a program that I am interested in booking with a cost that I am asking the Friends to pay for, I am to email the Friends' officers asking whether or not they would pay for that program. The Friends' email response will be my written commitment that they will pay for the program. At that point, I will negotiate with the presenter and schedule the program. The Friends' involvement is whether or not they will pay for the program.
- I thanked the Friends for their generous support of our Zoom license and told them that as soon as I can make it happen, we will be taking over the cost of that license as part of the operational costs of the Town of Goshen, much like operational costs of lights and heat. Some of the Friends objected, because they feel that Zoom is a programming cost, but I explained that infrastructure software is an operational cost that needs to be borne by the town.
- Friends purchased a Black & Decker toaster oven to replace the one in the kitchen that failed. Cost \$100. Installed 1/20/2025.

I am confident that we will have a very positive partnership going forward.

Programs

There were no children's programs in January, since we were without a Children's Coordinator. Courtney Murray joins us as of Feb 17, 2025.

01/06/25	History Club with Mark Albertson (Zoom)	9
01/13/25	Page Turning Talks Bookclub (in person)	6
01/13/25	History Club (Zoom)	4
01/14/25	Goshen Bookworms Bookclub (Zoom)	7
01/20/25	History Club (Zoom)	6
01/27/25	Breakfast Book Club (in person)	12
01/27/25	History Club (Great Decisions)(Zoom)	8

Total Adult Program Attendance 52

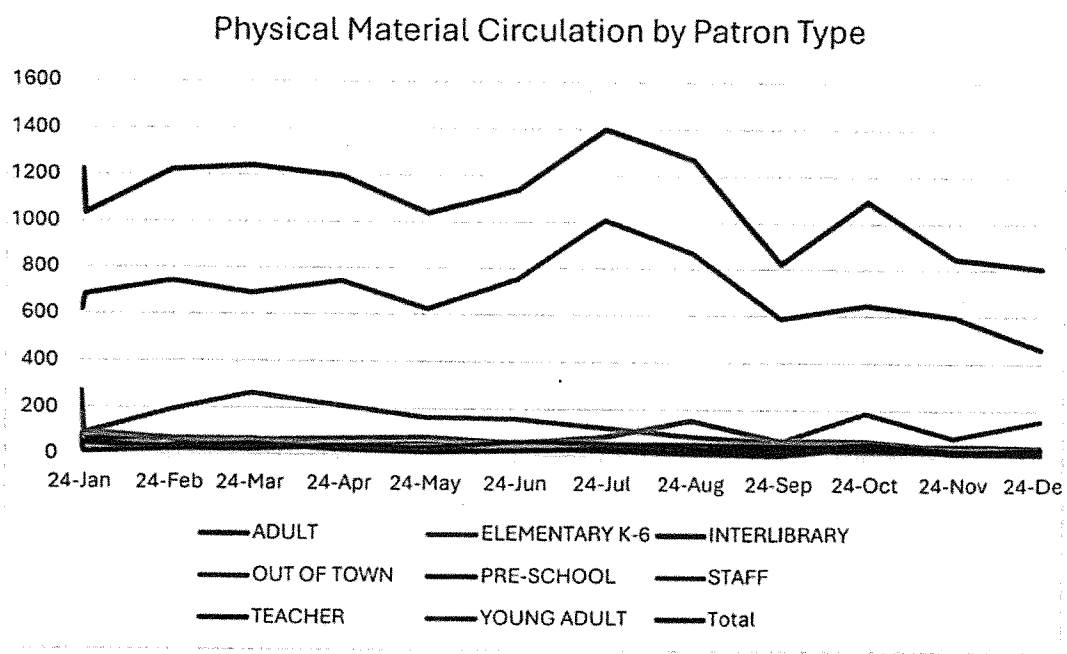
Statistics for January 2025

Patron Visits	654
Website Visits	3,198
Computer & WiFi Visits	57

Physical Material Circulation by Patron Type

Patron Type	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec
ADULT	620	740	689	742	623	752	1009	866	587	646	598	464
ELEMENTARY												
K-6	269	191	264	211	162	157	121	84	62	187	83	154
INTERLIBRARY	32	64	44	41	40	28	52	50	44	44	47	42
OUT OF TOWN	68	68	63	71	77	56	81	155	68	68	36	42
PRE-SCHOOL	51	37	42	41	49	31	22	11	3	43	17	12
STAFF	76	68	69	27	40	36	32	36	21	24	24	38
TEACHER	46	29	46	24	15	21	30	33	22	53	23	22
YOUNG ADULT	59	24	23	38	31	58	53	34	14	30	19	32
Total	1221	1221	1240	1195	1037	1139	1400	1269	821	1095	847	806

Patron Type	25-Jan
ADULT	681
ELEMENTARY	
K-6	92
INTERLIBRARY	67
OUT OF TOWN	94
PRE-SCHOOL	23
STAFF	21
TEACHER	46
YOUNG ADULT	11
Total	1035



**Goshen Public Library
Proposed Capital Budget**

2025 – 2030

Linda Senkus Benedict, Library Director

2025-2026

Upgrade Computers: Purchase 3 desktop computers and one laptop to keep our computers updated and fully functional because all computers must be updated by Oct 2025 due to Microsoft mandatory Windows 11 update. **Estimated cost: \$4,500**

2026-2027

1 color printer: Replace existing printer: **Estimated cost \$1,600**

2027 – 2028

1 copier/printer: Replace existing printer. **Estimated cost \$1,500**

2028 – 2029

Watchgard Firebox Security Suite Continuation of firewall security that protects patron electronic records. **Estimated Cost \$1,200.**

Copier/Fax Machine: The current copier/fax machine was replaced in late 2023 and will likely be due to be replaced 2028-2029. **Estimated \$1,500**

2029-2030

Upgrade Computers: Add one computer to children's room **Estimated cost \$ 900**

02/03/2025

10:16 AM

02/10/25

Accrual Basis

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

	Jul '24 - J...	Budget	\$ Over Bu...	% of Bud...
Ordinary Income/Expense				
Expense				
LIBRARY				
5003-21 · Clerical Wages - Library	320.50	668.00	-347.50	48.0%
5810-21 · Books Purchased	6,612.69	17,500.00	-10,887.31	37.8%
5237-21 · Computer Supplies	124.23	1,750.00	-1,625.77	7.1%
5238-21 · Computer Support	6,458.42	7,200.00	-741.58	89.7%
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	29,176.84	45,000.00	-15,823.16	64.8%
5002-21 · Library Staff Wages	36,754.91	72,091.00	-35,336.09	51.0%
5223-21 · Meetings & Dues	614.50	800.00	-185.50	76.8%
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	735.07	900.00	-164.93	81.7%
5813-21 · Other Media Purchases	3,076.75	3,000.00	76.75	102.6%
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	86,360.08	156,709.00	-70,348.92	55.1%
Total Expense	86,360.08	156,709.00	-70,348.92	55.1%
Net Ordinary Income	-86,360.08	-156,709.00	70,348.92	55.1%
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