

**GOSHEN PUBLIC LIBRARY**  
**Minutes of Board of Directors Regular Meeting**  
**September 16, 2020**

**1. CALL TO ORDER:** Meeting called to order at 4:07 p.m. by Board President Henrietta C. Horvay.

**2. ATTENDANCE/PRESENT:** Via teleconference – Darlene M. Demetri, Henrietta C. Horvay, Lynette A. Miller, Lynn Steinmayer, Diana Y. Bernard, Josephine Jones, and Lucia L. Miller.

**3. MINUTES OF: Regular Meeting of July 15, 2020:** ADDITION: Under Item 12. ANY OTHER BUSINESS RIGHTLY BEFORE THE BOARD, Henrietta asked that “by the Board of Selectmen” be added, so the full sentence reads: “Henrietta reported on the appointment of Josephine Jones to the Library Board by the Board of Selectmen.” Motion to accept the Meeting Minutes as Amended made by Josephine Jones and seconded by Lucia Miller. Motion passed by all present.

**4. MATTERS ARISING FROM MINUTES:** None.

**5. PUBLIC COMMENTS:** None.

**6. CORRESPONDENCE:** Respond of letter to Fire Marshall Mr. Baldwin. Not received as of September 14, 2020. Lengthy discussion ensued. Motion for the Board Secretary to share a copy of the letter to the Fire Marshall with the rest of the Board members made by Darlene Demetri and seconded by Josephine Jones. Motion passed by all present. Motion to resend the July 18 letter by Certified Mail, Return Receipt Requested as an attachment to a new cover letter making a second request for the information and to document the correspondence made by Lynette Miller and seconded by Darlene Demetri. Motion passed by all present.

**7. DIRECTOR’S REPORT:** Library Director Lynn Steinmayer reviewed the August 2020 report. Lynn noted that she sent Board members quite a bit of information that included the final year end on FY 2019-2020. She discussed programming that is all via Zoom. History Club and Writers’ Group continues, but overall, it has been very quiet at the library. Outreach by the children’s programmer to Camp Cochipianee was limited. Books were provided at the beginning of the summer instead of weekly and then the books were returned at the end of the summer as the camp was locked down. Total Book circulation was 787, so that is picking up a bit, but has been affected by the pandemic, particularly the videos. Kanopy use has really gone up. Mostly eBooks and audio books are circulating on the streaming devices. Lynn reviewed the September 2020-2021 Profit & Loss. Discussion ensued on staff hours. Motion to accept the August 2020 Director’s Report made by Lynette Miller and seconded by Lucia Miller. Motion passed by all present. (Director’s Report filed with Town Clerk)

**8. TREASURER'S REPORT:** Treasurer Lucia Miller reviewed the September 16, 2020 report. Lucia reported that there were three months' worth of interest to look at: June, July, and August. Please refer to the attached report. There is no Monies Received Ledger as no fees have been collected by the library due to the pandemic. Motion to accept the Treasurer's Report made by Darlene Demetri and seconded by Josephine Jones. Motion passed by all present. (Treasurer's Report Filed with Town Clerk)

**9. PRESIDENT'S REPORT:** None.

**10. OLD BUSINESS:**

- A. Phase 3 Library Lynn proposal – copy was sent to board members on September 6, 2020 and Also attached for this meeting. Lynn read her proposal to the Board. Lengthy discussion ensued. Tabled until a response from the Fire Marshall is received. Passed by unanimous consent. Motion that the new cover letter to the Fire Marshall also ask that he kindly respond within five (5) business days of receipt made by Lynette Miller and seconded by Lucia Miller. Motion passed by all present. Motion that the cover letter with the original letter to the Fire Marshall be cc'd to each Selectman on the Board of Selectmen made by Lynette Miller and seconded by Josephine Jones. Motion passed by all present.
- B. Review of the Goshen Public Library, Board of Directors, By-Laws— Additions or Suggested charges due by September meeting to discuss? Lengthy discussion ensued. Board members are to email or mail suggestions to Henrietta before the next meeting. Lynn will email the library policies/ protocols to all Board members.

**11. NEW BUSINESS:** None.

**12. ANY OTHER BUSINESS RIGHTLY BEFORE THE BOARD:** None.

**13. AJOURNMENT:** Motion to adjourn at 5:22 p.m. made by Darlene Demetri and seconded by Lucia Miller. Motion passed by all present.

**Next Regular Meeting via Zoom on WEDNESDAY October 21, 2020 at 4:00 p.m.**

Respectfully submitted,

*Darlene M. Demetri*

Darlene M. Demetri  
Library Board Secretary

LBS

Received Sept. 18, 2020 @ 1:12 P.M.  
Attest Brian Z. Blum  
Goshen Town Clerk