

**GOSHEN PUBLIC LIBRARY**  
**Minutes of Board of Directors Regular Meeting**  
**October 16, 2019**

**1. CALL TO ORDER:** Meeting called to order at 4:00 p.m. by President Patrick J. Reilly, Sr.

**2. ATTENDANCE/PRESENT:** Patrick J. Reilly, Sr., Lynn Steinmayer, Lucia L. Miller, Diana Y. Bernard, and Lynette A. Miller. Darlene M. Demetri Present by Means of Electronic Device. Terri A. Truczinskas – Excused.

**3. SECRETARY'S MINUTES OF PREVIOUS MEETING:** Review of September 18, 2019 meeting minutes. Question posed by Diana Bernard regarding the library funds and CDs under the Treasurer's Report. Discussion ensued. Motion to Accept the Minutes made by Lucia Miller and seconded by Lynette Miller. Motion passed by all present.

**4. MATTERS ARISING FROM MINUTES:** Lynn reported that the staff member on medical leave will be unable to continue working. Library staff will cover those hours. On the Motion for Lynn to Report Back on Target Marketing Possibilities to See What Can be Extrapolated from Library Data on Hard Cover Books, Audio, and eBooks, Lynn reported that she spoke with the OverDrive tech person. He said there is no way to track who takes out what on a particular report. There are privacy concerns. Discussion ensued.

**5. CORRESPONDENCE:** None.

**6. DIRECTOR'S REPORT:** Library Director Lynn Steinmayer reviewed the September 2019 report. She discussed programming. The library will be reimbursed for the Women of '76 program through the Women's History Fund. Lynn will send information to local churches about Preschool Story Hour. Total Circulation was 1343 and could have been even higher but for the OverDrive, Hoopla, and Kanopy links being disrupted by a Verso 6 update, which prompted calls from patrons. Discussion ensued around gearing up for the new budget and capital budget proposals. Motion to start Food for Fines on November 11 and have it go through to December 31 made by Lucia Miller and seconded by Diana Bernard. Motion passed by all present. Lynn reviewed the September Profit & Loss. Discussion ensued about frontloaded expenses. Motion to Accept the September 2019 Director's Report made by Darlene Demetri and seconded by Diana Bernard. Motion passed by all present. (Report filed with Town Clerk)

**7. TREASURER'S REPORT:** Treasurer Lucia Miller reviewed the October 16, 2019 report. The Harmon Fund CD total is **\$35,000.00**. This CD will mature on 3/5/2020. The interest earned on the CD in September 2019 was **\$76.39**. The total interest earned on the TSB Money Market Account in September 2019 was **\$0.94**. TSB Money Market Account #1702451450 – the previous balance as of the last report dated September 18, 2019 was **\$5,464.41**. The new balance as of September 30, 2019 is **\$5,615.66. (note: this includes the \$73.92 from the August interest)** The Library Fund balance remains unchanged at **\$13,754.06**. The Endowment Fund total value at the close of the 2<sup>nd</sup> quarter, June 30,

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2019, is **\$30,425.51**. This represents a gain of **\$411.26** from the close of the 1<sup>ST</sup> quarter 2019. The Advised Fund total value at the close of the 2<sup>nd</sup> quarter, June 30, 2019, is **\$28,574.80**. This represents a gain of **\$770.91** from the close of the 1<sup>ST</sup> quarter 2019. The **September 2019 Ledger** shows a total of **\$82.95** collected in fines, copies, printer, fax, disks, with **\$0** for replaced books and **\$82.95** going to the town General Fund. The totals for the FY2019-20 are **\$259.90** in fines, copies, printer, fax, and disks going to the Town General Fund and **\$40.00** for Book replacements 5810-21. Discussion continued about the two library funds. Motion to Invite Jeff Johnson, Henrietta Horvay, and Patrick Reilly to Come Speak with the Board at the Next Scheduled Meeting, or at Their Earliest Convenience, to Formalize Board Members' Understanding of the History of the Library Funds made by Lynette Miller and seconded by Lucia Miller. Motion passed by all present. Motion to accept the Treasurer's Report made by Darlene Demetri and seconded by Diana Bernard. Motion passed by all present. (Report Filed with Town Clerk)

**8. PRESIDENT'S REPORT:** The Board of Selectmen adopted two new policies on staff internet use to address concerns around ransomware. Library Board bylaws now officially allow for board members to attend meetings by electronic device.

**9. OLD BUSINESS:** None.

**10. NEW BUSINESS:**

- A. Discussion: Direct emails to online resource patrons - Discussion ensued. Motion for a Board Member to Reach Out to the Guidance Department and Administration of Wamogo High School and Wamogo Middle School to Get Student Volunteers to Help with Community Outreach and Report Back made by Patrick Reilly and seconded by Lucia Miller. Motion passed by all present.
- B. Meeting Dates 2020 – Discussion ensued. Motion to Adopt the 2020 schedule of Board Meeting dates made by Patrick Reilly and seconded by Lynette Miller. Motion passed by all present. (2020 Schedule Filed with Town Clerk)

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

**12. AJOURNMENT:** Motion to adjourn at 5:26 p.m. made by Lucia Miller and seconded by Diana Bernard. Motion passed by all present.

**Next Regular Meeting on WEDNESDAY November 20, 2019 at 4:00 p.m.**

Respectfully submitted,



Darlene M. Demetri  
Library Board Secretary

Received October 18, 2019 12:14 PM

Attest Megan Scanlon  
Goshen Town Clerk