



2019 FEB 25 AM 8:55

Case Memorial Library Commission Meeting

Conference Room, Case Memorial Library
January 17, 2019 7:00 p.m.

Approved

Attendance

Commissioners Present: Vice Chair Elizabeth Meyer, Maureen White, Sharon Greco, Diana Duarte, Stephanie Cuzzocreo, Nancy Becque, and Edward Martin

Commissioners Absent: Chair Katalin Baltimore and Ursula Hindel

Staff: Kathy Giotsas, Library Director; Deborah Satonick, Recording Secretary

1. Call to Order

- Vice Chair Libby called the meeting to order at 7:00 p.m.

2. Public Participation/Correspondence

- There was no public participation at this time.

3. Approval of the Library Commission Minutes –November 29, 2018

- The Library Commission members reviewed the minutes prior to the meeting and made corrections as deemed necessary.

*Nancy Becque moved to approve the amended November twenty-ninth, 2018 Library Commission meeting minutes, seconded by Diana Duarte. All were in favor and the motion **PASSED.***

4. Old Business

- There was no old business to discuss at this time.

5. Director's Monthly Reports

Director's Report

A. Budget for 2018-2019

- Kathy reported that she will submit the proposed 2018-2019 Library Budget at the Board of Finance Budget Workshop on Friday, February first, at 12:30 p.m. She will prepare a Power Point presentation and invited the Library Commission members to attend the BOF Budget Workshop. Kathy noted that the cost of living has increased by 2.8% and the minimum wage might increase to \$15 per hour. She added that she can justify the requested 3.02% increase in the Library budget.
- Kathy reported that most area libraries are open four days per week until 8:00 p.m. She would like to open an additional evening during spring and fall. Shorter hours would resume during the summer months.

B. Finances

- Kathy reported that the Library budget currently has a surplus of \$14,367.89. To date, the Library has returned \$5740.72 back to the Town. Kathy is expecting to return \$12k back to the Town at the end of the fiscal year.

C. Personnel, Policies, and Procedures Management

- Kathy would like to continue to work on the Library policies. Ursula is expected back next week and Libby advised that the Policy Committee will be meeting in the near future to begin reviewing the Library policies.
- Kathy is in the process of updated some of the job descriptions, as some of them date back to 1999 and the job functions have significantly changed. The Personnel Committee, comprised of Stephanie, Libby, and Kati, asked Kathy to send the job description revisions directly to them via email in order to expedite the needed changes.
- Jennifer Gargiulo and Melissa Viezel have filled two new part-time, non-union vacancies. There is still a part-time vacancy as Anna Zemaitaitis submitted her resignation to work at the Jack Miller Center.

D. Technology

- Kathy reported that the Connecticut Educational Network (CEN) line will remain at \$125 per month with a cap of 25 Mbps. She suspects that there is a malfunction with one of the computers that has generated an increase in the Mbps. Without establishing this cap, there would be a monthly increase to \$300.

- The new Town phone system is still in the works, and Kathy does not expect that it will be up and running until March or even later.

E. Community Outreach

- The Library is working with the new Youth Services Coordinator, Jessica Simone, for the Youth Art Exhibit. Rebecca and Jessica are partnering together to develop new and creative ideas.
- Samantha will be submitting a grant application to the LIONS Club for \$1500 for large print material and audiobooks. This will provide more of the popular materials for those who are visually challenged.

F. Property Management

- The Boy Scouts will be coming to the Library on January 26th to help clean the basement. The Friends will be purchasing storage shelving for the basement, and the Maintenance Department will be taking shelving from the previous Library building and installing it in the Library basement.
- It was noted that there is only one electrical outlet in the basement and there was some discussion about having an electrician install additional outlets in the basement.
- Kathy will attempt to sell the card catalogue as well as the Smith Corona typewriters.

Statistical Report

- The Commission members reviewed the Statistical Report by departments.

Gift Funds

- The Library received two gift donations from patrons, one for \$300 and the other for \$75. The Library also received \$5996 in the Pryde Fund.

6. Standing Committee Reports

A. The Friends

- The Friends will be sponsoring a musical program at the Library on February twenty-third. Patrons may sign up online or at the Library three weeks prior to the event. Everyone must sign up for themselves and cannot sign up someone else.
- The Fundraiser at Barnes and Noble was very successful. Next year, the Library will receive 10% rather than the 20% that they received this year.

- Lastly, Maureen mentioned that they tied for first place on the Holiday door decoration at High Plains. They received a \$25 Dunkin Donuts gift card. Their upcoming Book Sale will be near the end of March.

7. Adjournment

Stephanie Cuzzocreo moved to adjourn the meeting at 8:00 p.m., seconded by Maureen White. All were in favor and the motion PASSED.

Respectfully Submitted,

Deborah Satonick
Recording Secretary