

Case Memorial Library Commission Meeting

March 21, 2019

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Patrick B. O'Sullivan
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Attendance

Commissioners Present: Vice Chair Elizabeth Meyer, Maureen White, Ursula Hindel, Stephanie Cuzzocreo, Diana Duarte

Commissioners Absent: Sharon Greco, Nancy Becque, Edward Martin

1. Call to Order

- Vice Chair Libby called the meeting to order at 7:05 p.m.

2. Public Participation/Correspondence

- We had a visitor, Patricia Logioco who did not wish to participate.

3. Approval of Library Minutes – February 21, 2019

- The Commission reviewed the minutes prior to the meeting and made corrections where necessary.
- Comments: on page 1 ...bullet 3....there should be a comma in the date after 2019

Stephanie moved to approve the February 21st minutes, and Diana seconded. All in favor and the motion passed.

4. Old Business

- No old business

5. New Business

- No New Business

6. Director's Monthly Report

A. Director's Report

a. Administration

- Kathy reported that the library received a \$1,000 grant from the Orange LIONS Club, which will be used for large print and audio books.
- Kathy was able to sell the two old card catalogues for \$1,000.

b. Finances

- Kathy reported the library is on track with the budget.
- Kathy reported that the library was also able to generate \$1, 238.80 in revenue.

c. Personnel, Policies, and Procedures Management

- Kathy hopes to be able to stay open on Wednesday evenings as well as Monday and Thursday starting in the fall. The payroll budget would not change but hours would be reallocated to hire a part-timer to help cover some of the hours.
- The ALA conference is in May and Michelle will be attending that.

d. Policies and procedures:

- The Policy Committee is working on the Room Reservation Policy. Revisions should be completed soon.
- e. Technology:
- Kathy hopes the updated phone system will be in place by June of this year.
 - There is discussion of installing wireless printing for patrons. There would be a fee per page and depending on the cost of the service, the library may ask for an annual user fee for wireless printing.
 - The library web site is in the process of being updated to make it more user friendly. The museum pass information has also been placed one click away from the first page.
 - Kathy will look into the ability to print passes from home.
- f. Community Outreach
- The library staff is working on the summer newsletter. They hope to have it mailed out to homes by May or early June.
- g. Property Management
- The first floor men's room is still under repair. Patrons are using the second floor men's room in the interim.
- B. Statistical Report
- The Commission members reviewed the statistical reports for the previous month.
- C. Gift Funds
- Special/Gift funds are growing.

7. Standing Committee Reports

- A. Policy
- The committee is meeting once a month and are still working on some critical points.
- B. Finance
- No Report
- C. The Friends
- Maureen mentioned that the Book Sale is going on this weekend and encouraged the Commission members to stop by.
- D. Personnel
- No Report

Adjournment

Stephanie made a motion to adjourn which was seconded by Diana. All were in favor and the motion passed.