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Patrick S. O'Sullivan
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Case Memorial Library Commission Meeting

Conference Room, Case Memorial Library
April 19, 2018 7:00 p.m.

Approved

Attendance

Commissioners Present: Chair Katalin Baltimore, Vice Chair Elizabeth Meyer, Ursula Hindel, Maureen White, Nancy Becque, Stephanie Cuzzocreo, Diana Duarte, and Edward Martin

Commissioners Absent: Sharon Greco

Staff: Kathy Giotsas, Library Director

1. Call to Order

- Chair Kati called the meeting to order at 7:08 p.m.

2. Public Participation/Correspondence

- There was no public participation at this time. Kathy indicated that she would begin some strategic planning this year and offer surveys and focus groups. While the Library Commission expressed lack of patron participation for surveys in the past, Kathy intends to conduct some of the surveys at the Orange Country Fair for greater participation.

3. Approval of the Library Commission Minutes –March 15, 2018

- The Library Commission members reviewed the March fifteenth minutes and made corrections as required.

*Maureen White moved to approve the amended March 15, 2018 Library Commission meeting minutes, seconded by Elizabeth Meyer. All were in favor and the motion **PASSED** unanimously.*

4. Old Business

A. Discussion and Vote of By-Laws – Ursula Hindel

- Ursula reviewed the proposed changes to Article V, Section 1(a) to now read as follows:

The Budget and Finance Committee shall consist of two (2) commission members and shall oversee the preparation of the Library budget in consultation with the Library Director. In addition, it may make recommendations for the use of undesignated monies held in the Gifts/Grants and Pryde Funds and shall perform other related duties at the direction of the Chairperson.

Ursula Hindel made a motion to approve the changes to Article V, Section 1(a), seconded by Elizabeth Meyer. All were in favor and the motion PASSED unanimously.

- Ursula reviewed the proposed changes to Article VI, Section 1(d) to now read as follows:

Review and/or revise the budget submitted by the Budget and Finance Committee in consultation with the Library Director. A member of the Commission shall accompany the Library Director to present the budget to the Board of Finance.

Ursula Hindel made a motion to approve the changes to Article VI, Section 1(d), seconded by Elizabeth Meyer. All were in favor and the motion PASSED unanimously.

- Ursula reviewed the proposed changes to Article VII, Exhibit A, Library Job Description to now read as follows:

Regularly attends meetings of The Friends of the Library to coordinate events with the Library schedule and staff, and to request support and funding for Library programs and materials.

Ursula Hindel made a motion to approve the changes to Article VII, Exhibit A, seconded by Elizabeth Meyer. All were in favor and the motion PASSED unanimously.

- Ursula noted that the revised amendments must be typed into the official Case Memorial Library Commission Bylaws. The Recording Secretary will email the Commission members the library minutes showing the revised bylaws and the Library Director will then incorporate these revisions into the official Case Memorial Library Commission Bylaws.

B. Library Staffing

- Kathy introduced Emma Barnes, the new Children's Services Assistant to the Commission members. Emma will focus primarily for middle-to-upper elementary aged students.

- Kathy indicated that she intends to advertise in August for the additional clerical positions, and finally open up additional evening hours to patrons in September. She will keep the existing shortened library hours over the summer.
- Kathy also mentioned that she would implement vacation rules going forward, and that the staff has been very cooperative with all of these changes. Lastly, she noted that Rebecca came back on April second and that she will redo the newsletter to make it more professional.

5. New Business

A. Preliminary Budget for 2018-2019

- Kathy reported that she attended the Board of Finance Budget Workshop and noted that several reductions were made to many Town departments. The Board members reduced the Library budget by \$1k in the part-time salary line item. She mentioned that the Budget Hearing is scheduled for April twenty-sixth at the High Plains Community Center cafeteria.

B. Ad Hoc Nominating Committee

- Kati asked for volunteers for this committee, and Nancy, Diana and Maureen volunteered.

6. Director's Monthly Reports

A. Director's Report

Administration

- Kathy has received positive feedback from the community on the new library hours and is looking to open from 10:00 a.m. to 8:00 p.m. four nights a week in the fall. She has received permission from the First Selectman to hire part-time temporary help for the summer.
- Kathy would like to convert the upstairs Children's Craft Room into a multipurpose room. Installing an adjustable table and supplying adult sized chairs will allow this room to also be used as a small meeting room. She is currently cleaning out the closet in this room as well as the library basement.

Finances

- For the month of March, the library has used about 67% of the library budget. However, Kathy indicated that she will be transferring funds to pay some of the quarterly and is not

expecting any surplus at the end of the fiscal year. She also noted that the projected revenue to the town is \$11k, which is \$1k more than originally requested by the town.

Personnel, Policies, and Procedures Management

- Stephanie inquired if the town or the union regulates the rules on taking vacation time for the library staff. Kathy stated that the employees need to take their vacation time, as everyone cannot save their time until the end of the calendar year.
- Kathy and the members of the Library Commission agreed that the Child Abandonment Policy should be clearly established and posted on the website. The Library bylaws, however, do not need to be on the website. A copy of the bylaws in the Library should be sufficient.

Technology

- Kathy reported that Makerbot donated a Replicator Mini+ printer to the library on behalf of Aditi Bhattamishra, a junior finalist in the “Two for the Crew Challenge.” This is the first item in the library’s STEM Lab. Aditi will be available to volunteer in assisting people in the use of the 3D printer. Diana mentioned that the CT Science Center, Discovery Museum, and local colleges might be able to offer volunteers in helping with the 3D printer. Kathy intends to do a press release about the STEM Lab at the library.
- Kathy advised that volunteer high school students would monitor the STEM lab for community service credit, which will be open after school. She hopes to have a Coding Program for children so that they can create their own video games. The printer will be free to children, but adults will be charged.
- Kathy has been working with Rebecca to create an online presence on Facebook, Twitter, and other social media. She will deal with negative comments privately with the individual, should such a situation arise.
- The library has purchased Consumer Reports online that will start on May first, and she is still investigating other services similar to Hoopla that can provide streaming videos and movies.

Community Outreach

- Kathy intends to set up a new program for age 30 something, as the staff is eager to do new activities at the library. She has also started a Book Chat with middle school students and the Friends purchased generously purchased seven copies of the Red Queen for this event.

Property Management

- Kathy has had a few issues with the cleaning company and has addressed these issues with them. She will also be selling the card catalog in the basement by the end of the summer.

B. Statistical Report

- For the month of March, the library handled a total of 385 checkouts and 251 reference questions, which is considerably more than in March of 2017.

C. Gift Fund Report

- Kathy has been investigating the Special Gift Funds and has found that the following is deposited and paid by the Gift and Special Accounts: Lost and paid, Friends purchases and reimbursements, Friends gifts, and grants and donations from the community. To prevent any confusion, the Friends will now be paying vendors directly instead of using the gift funds as a go between. Kathy will present a full report at the next Library Commission meeting.

6. Standing Committee Reports

A. The Friends

- Maureen mentioned that the Friends are offering a film series every Tuesday at 2:00 p.m. during the month of May, featuring Katharine Hepburn.

7. Adjournment

Stephanie Cuzzocreo moved to adjourn the meeting at 8:15 p.m., seconded by Elizabeth Meyer. All were in favor and the motion PASSED.

Respectfully Submitted,

Deborah Satonick,
Recording Secretary