



## **Case Memorial Library Commission Meeting**

Conference Room, Case Memorial Library  
April 25, 2019 7:00 p.m.

*(Unapproved)*

### **Attendance**

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

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

#### **1. Call to Order**

- Chair Kati 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 –March 21, 2019**

*Elizabeth Meyer moved to approve the March twenty-first, 2019 Library Commission meeting minutes, seconded by Stephanie Cuzzocreo. All were in favor and the motion **PASSED**.*

#### **4. Old Business**

- As Ursula had to leave the meeting early, she gave a brief update on the progress of the Policy Committee with the updating the library's policies, in particular, the Meeting Room Policy.

## 5. New Business

- Kathy discussed an upcoming library fundraiser of miniature golf to be held sometime next year. Sharon will work at obtaining the needed sponsors. Friday evening will be for adults with beer/wine offerings, and Saturday will be for families. Eighteen holes will require sponsorship and will offer advertising for the participating sponsors. More information will be forthcoming.

## 6. Director's Monthly Reports

### Director's Report

#### A. Administration

- Kathy reported that a discarded fiche cabinet sold for \$300 and the proceeds went into the gift fund account. Also, the Showcase, which is the library summer brochure, will be printed in the local newspaper.

#### B. Finances

- Kathy reported that the Library is on target with finances and has spent 75% of the current budget. Several quarterly bills are due this month and will remove any surplus money in operations. Year to date the library has generated \$9,112.41 in revenue and is expected to meet the target for revenue of \$12k.

#### C. Personnel, Policies, and Procedures Management

- Katlyn Breithenback will be assisting this summer by filling in for clerk vacations and extra staffing for summer programs.

#### D. Technology

- Kathy reported that the new phone system should be up and running by June or July 2019. This new system will eliminate the current static on the phone lines. Wi-Fi has been installed in the basement and this has helped with The Friends book sales. A new accounting system will also be installed this year.
- Kathy mentioned that LION will be replacing three older staff computers with new computers. This change over should be finished by November.

#### E. Community Outreach

- Makayla Syphrette, a recent graduate of Amity Regional High School, will be interning at the library beginning on May 20, 2019. She will attend UConn this fall with a biology major. The summer programs this year are prepared and ready to kick off.

## F. Property Management

- Maintenance has renovated the first floor men's room with a new toilet, fixtures, and partial flooring. The basement is clean and welcoming.

## Statistical Report

- The Commission members reviewed the Statistical Report and there were no questions at this time.

## Gift Funds

- Kathy will invite Art Williams, Treasurer, to the next Library Commission meeting to explain the Gift Funds and answer any questions. Going forward, he will be providing a more user-friendly report. He also advised that he will move funds, as needed, into higher yield accounts.

## 6. **Standing Committee Reports**

### A. The Friends

- The Friends made \$7,623 at their recent book sale. Kathy noted that there were a number of dealers at this sale. The Friends generously gave \$3,500 toward the library's summer programs.
- The Friends will be sponsoring two upcoming events: May fourth, "Swing Band," and June eighth, "Songs of America."

## 7. **Adjournment**

*Elizabeth Meyer moved to adjourn the meeting at 8:30 p.m., seconded by Stephanie Cuzzocreo. All were in favor and the motion PASSED.*

Respectfully Submitted,

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Deborah Satonick  
Recording Secretary