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Patrick B. O'Sullivan
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Case Memorial Library Commission Meeting

Conference Room, Case Memorial Library
June 20, 2019 7:00 p.m.

(Unapproved)

Attendance

Commissioners Present: Secretary Maureen White, Diana Duarte, Stephanie Cuzzocreo, Ursula Hindel, Nancy Becque, and Edward Martin

Commissioners Absent: Chair Katalin Baltimore, Vice Chair Elizabeth Meyer, and Sharon Greco

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

1. Call to Order

- Secretary Maureen White called the meeting to order at 7:10 p.m.

2. Public Participation/Correspondence

- There was no public participation at this time.

3. Approval of the Library Commission Minutes –May 21, 2019

- The Library Commission members reviewed the minutes prior to the meeting.

*Diana Duarte moved to approve the May twenty-first, 2019 Library Commission meeting minutes, seconded by Maureen White. All were in favor and the motion **PASSED.***

4. Old Business

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

5. New Business

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

6. Director's Report

A. Finances

- Mr. Art Williams, Town Treasurer, came to address the Commission members to explain the Gift Fund Report. The information he provided was helpful and the Library Commission very much appreciated this update.
- Kathy reported that to date 88.3% of the 2018-2019 budget has been expended. The annual magazine subscription, a landscaping invoice, book invoices, and other additional bills have yet to be paid. The current budget will be depleted, as all of the bills for fiscal year 2018-2019 should be paid by the first week in July.
- Year to date, the Library Department has generated \$11,013.14 and is expected to meet the target for revenue of \$12k by the end of this fiscal year. Revenue from room rentals and faxing has increased this year by more than double. Approximately \$12,600 in salaries will be given back to the Town due to an unfilled position at the library.

B. Personnel, Polices, and Procedures Management

- Kathy advised that the town will no longer be assisting with the setup of the library chairs. As there is some money in the budget, Kathy would like to hire a part-time high school student to work two hours per day to assist with the chair setup as well perform other functions for the library. She added that there are currently two temporary employees, Caitlin and Ann Marie, helping over the summer and during Christmas break.
- A staff development day will be scheduled to provide training on customer serve, policies and procedures, responsibilities of positions, and reporting structure. All staff has taken their vacation time and there will be no carry over to next year.

C. Personnel, Policies, and Procedures Management

- The Policy Committee continues to meet to work on updating the library's policies.

D. Technology

- Kathy reported that the new phone system should be up and running by the end of July and LION is replacing some computers over the summer as part of their contract with the library. Kathy explained about a new print management system

that she would like to implement by the end of September. This will allow patrons to print in color from the library computers or from their own personal laptop. This new technology upgrade is expected to increase revenue for the library.

E. Community Outreach

- Rebecca has done a fabulous job on completing the library brochure that will be mailed out to residents prior to June twenty-seventh. There has been an increase in the number of library programs and the Commission members are delighted with both the upcoming programs and the colored brochure that is scheduled to be mailed out to residents.
- The library is registered for the Orange Country Fair and library staff will be present on Saturday to run the booth while the Friends will run the booth on Sunday. The staff will promote library programs and Friends membership.
- Kathy spoke on the miniature golf fundraiser scheduled for the first weekend of April 2020. This fundraiser is for new chairs in the Meeting Room. This two-day event will include an adult evening on Friday and a family event on Saturday, April fourth.

F. Property Management

- The landscaping at the library will be completed by June and payment made before the end of the fiscal year. There is a crack in the sidewalk near the handicap entrance and patrons have complained both to Kathy and to the First Selectman. The Commission members were concerned, as this crack poses a serious liability. Kathy intends to speak with Mr. Zeoli again to address this issue.

Statistical Report

- Kathy explained that the new book budget for next year will be distributed by the percentile of circulation in each category. She also will be mindful that the weeding of books does not exceed the new book purchases.
- Kathy noted that circulation statistics will increase significantly due to the Summer Reading Program. She discussed some of the library programs at this time, highlighting that a few of the programs involved a cost to the library.

Gift Funds

- The Library received \$6k from the Connecticut State Grant and it was slightly more than last year. There were no questions at this time regarding the Gift Fund Report.

7. Standing Committee Reports

A. The Friends

- The Friends will be sponsoring a “Women of History” program and refreshments will be served. It is scheduled for Sunday at 1:00 p.m. at the library.
- Maureen mentioned that the next book sale is scheduled for July twelfth through the thirteenth. She provided the hours of the book sale.

8. Adjournment

- Kathy reported that Madison, who is a page at the library, will be leaving for college the end of the summer. She was the recipient of a scholarship offered by the Friends.

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

Respectfully Submitted,

Deborah Satonick
Recording Secretary