

2018 JUN 29 AM 11:50

Patrick S. O'Sullivan
TOWN CLERK



Case Memorial Library Commission Meeting

Conference Room, Case Memorial Library
June 21, 2018 7:00 p.m.

(Unapproved)

Attendance

Commissioners Present: Vice Chair Elizabeth Meyer, Ursula Hindel, Maureen White, Ed Martin, and Nancy Becque

Commissioners Absent: Chair Katalin Baltimore, Stephanie Cuzzocreo, Diana Duarte, and Sharon Greco

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

- Kathy mentioned that she received positive comments from patrons regarding the staff at the Reference Desk and in the Children's Department.

3. Approval of the Library Commission Minutes – May 21, 2018

- The Library Commission members reviewed the May twenty-first, 2018 minutes and made corrections as required.

Maureen White moved to approve the amended May twenty-first, 2018 Library Commission meeting minutes, seconded by Nancy Becque. All were in favor and the motion PASSED unanimously.

4. Old Business

A. Library Staffing

- Kathy reported that there are three new Library Assistants, each working twelve hours per week. They are working out wonderfully and all three have their Bachelor Degree with the intention of getting a degree in Library Science.
- Kathy also mentioned that she wants to begin strategic planning in September.

B. Budget Update 2018-2019

- Kathy informed the Library Commission that the 2018-2019 Library budget was approved with \$1k overall decrease. For the month of May, 87.42% of the current budget has been used, and there is a 4.5% surplus of funds.
- Kathy expects to bring in over \$10k in revenue for the Town of Orange.

5. New Business

A. Vote on Nominating Committee's Slate

Ursula Hindel made a motion to nominate Katalin Baltimore as Chairman of the Library Commission for a two-year term beginning July 1, 2018. Elizabeth Meyer seconded the motion, and all were in favor. The motion PASSED.

Ursula Hindel made a motion to nominate Elizabeth Meyer as Vice Chairperson of the Library Commission for a two-year term beginning July 1, 2018. Nancy Becque seconded the motion and all were in favor. The motion PASSED.

Ursula Hindel made a motion to nominate Maureen White as Secretary of the Library Commission for a two-year term beginning July 1, 2018. Elizabeth Meyer seconded the motion and all were in favor. The motion PASSED.

B. Vote on Unattended Child Policy

Nancy Becque made a motion to approve the Unattended Child Policy, seconded by Ursula Hindel. All were in favor and the motion PASSED.

C. Vote on Patron Code of Conduct Policy

Nancy Becque made a motion to approve the Unattended Child Policy, seconded by Ned Martin. All were in favor and the motion PASSED.

6. Director's Monthly Reports

A. Director's Report

- Kathy noted that she would like to review the Meeting Room Policy, as the Historical Society would like to hold an American Girl Fundraiser in September at the library. There would be a suggested a donation fee of \$65 to \$85. Last year this event was held at the Ottis House but they are now looking for a larger venue.
- Kathy expressed some concern that patrons might be confused as to where the donations are actually going. The Library Commission felt that this request went against the mission statement of the library to offer programs free to all patrons.

Elizabeth Meyer made a motion that the Historical Society should not hold their fundraiser in September at the Case Memorial Library. Nancy Becque seconded the motion and all were in favor. The motion PASSED.

- Kathy noted that the Garden Club has reserved the Meeting Room on six occasions from 10:00 a.m. to 3:00 p.m. for September. They also indicated that they would like to reserve the room in November, and January through March of 2019. Nancy advised that this group will do extensive clean up after the event is over.
- Kathy, with the assistance of Rebecca, had an eight page colored brochure printed. It highlights the summer programs and will be mailed to every resident in the Town.

- The technology closet has been cleaned and Wi-Fi will be installed in the basement before the July book sale. The Town of Orange and The Friends will pay this.
- In memory of the former custodian, the staff has decided that a picnic table and umbrella in the back of the library would be a great addition for both patrons and staff to relax, have lunch, and read.
- Lastly, Kathy noted that the front doors do not close properly and need to be fixed. John Stewart will be fixing the concrete in the front of the library and she will get a start date for this work.

B. Statistical Report

- Kathy reported that Ancestry.com is down, but overall circulation is good. The Library Commission members had some difficulty in understanding the graph presentation, as this is a new format. Kathy indicated that she will be presenting the Statistical Report in a more relevant format in the future.

C. Gift Fund Report

- Michele won the \$1500 grant from the Orange Foundation for children's programs. The Gift Fund Report was presented using the report that is currently used by the Town. Kathy intends to meet with Art Williams to discuss the Gift Funds for better clarity.

7. **Standing Committee Reports**

A. Policies- Ursula Hindel

- Ursula indicated that she would be emailing a complete set of the Library Bylaws to all the Commission members. She also noted that the Meeting Room Policy must consider the maximum capacity of the room, as designated by the Fire Marshall.

B. The Friends

- Maureen mentioned the Summer Book Sale on July third. This will be a three-day event beginning on Thursday evening with a member's only sale. Kathy and the Commission thanked The Friends for their continued support.

8. **Good and Welfare**

- It was noted that the next Library Commission meeting is in August.

9. **Adjournment**

Maureen White moved to adjourn the meeting at 8:03 p.m., seconded by Nancy Becque. All were in favor and the motion PASSED.

Respectfully Submitted,

Deborah Satonick,
Recording Secretary