



Case Memorial Library Commission Meeting

Conference Room, Case Memorial Library
August 16, 2018, 7:00 p.m.

(Unapproved)

Attendance

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

Commissioners Absent: Sharon Greco

Staff: Kathy Giotsas, Library Director

1. Call to Order

- Chairman Kati called meeting to order at 7:14 pm.

2. Public Participation/Correspondence

- There was none at this time.

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

- The Library Commission members reviewed the June 21, 2018 minutes and made corrections as required.

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Katalin B. O'Brien
TOWN CLERK

Elizabeth Meyer made a motion to approve the amended June 21, 2018 Library Commission minutes, seconded by Nancy Becque. The motion PASSED.

4. Old Business

A. Library Staffing

- Kathy reported that the three new library assistants are working out very well.
- AnnMarie DeMichiel is leaving to pursue a PhD degree in English Literature and she will be greatly missed. Staffing is covered through mid September.

5. New Business

A. Budget Update 2018-2019

- Kathy shared a copy of the preliminary budget and explained some of the larger expenditures. The spending looks high because of initial payments for annual dues and supplies, which must be paid up front. There are also several paid programs for summer reading that lead to an increase in summer spending. She assured us that the budget would be back on target by Jan. 1.
- Kathy also noted that she is price shopping for administrative supplies, and has found a substantial savings by dealing with Staples directly and not using the town supplier, WB Mason. Kathy hopes that savings such as this will lead to a substantial savings longterm.
- Kathy indicated that income has also increased with faxing and printing and hopes to generate \$15,000 in revenue by the end of 2018-2019.

6. Director's Monthly Reports

A. Director's Report

- Personnel, Policies and Procedure Management

Katlyn Breitenback will be returning to school at the end of August and Kathy will be looking for a replacement for her and for AnnMarie DeMichiel. Kathy will be advertising for these two positions, and hopes to have replacements by the beginning of September.

- Policies and Procedures

Rebecca and Kathy have been working on a uniform procedure for all groups using the Meeting Rooms. All groups will have to file the same paperwork and will have to follow the same meeting room policy without exception. Kelly will send out the paperwork, and Kathy will approve the applications that meet the Library Meeting Room Policy. So far, there have not been any major issues.

- Technology

The library Wi-Fi has been up graded, and there will be Wi-Fi in the basement as soon as the new phone system is in place, possibly in December.

- Community Outreach

The summer Showcase newsletter has been a great hit. Because of the great patron response, most programs have had a wait list. The brochure will be published every two months, but due to the cost it will only be mailed out once per year. This will be at the end of May, advertising the summer programs.

The Friends are planning to feature a musical program every other month and other miscellaneous programs on the alternate month.

- Property Management

Because of renovations at High Plains Community Center, the Garden Club has been able to store their materials in the cage in the library basement.

The HVAC system is still not functioning properly but John Stewart has been able to keep it running. It is on the town agenda for next year.

7. Standing Committee Reports

A. The Friends

- Maureen mentioned that the musical program in August was a huge success. There were only two empty seats. On October 20th, the Friends will sponsor a Jazz concert, the Jim Clark Quartet: Songs from Classic American Films. There will be a Cooking program on Sept 24th, which will feature foods from the Caribbean.
- The Friends will be at the library table at the Fair on Sunday, Sept. 16th and will be giving away a book to people who stop by the library booth. It will have a bookmark advertising our next book sale. We have multiple copies of the books we are giving away.

8. **Good and Welfare**

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

9. **Adjournment**

Diana Duarte moved to adjourn the meeting at 8:25 p.m., seconded by Libby Meyer. All were in favor and the motion PASSED.

Respectfully Submitted,

Maureen White,
Acting Secretary