



2019 FEB 25 AM 9:55

Case Memorial Library Commission Meeting

Conference Room, Case Memorial Library
February 21, 2019 7:00 p.m.

(Unapproved)

Attendance

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

Commissioners Absent: Chair Katalin Baltimore

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

- There was no public participation at this time.

3. Approval of the Library Commission Minutes – January 17, 2019

- The Library Commission members reviewed the minutes prior to the meeting and made corrections as deemed necessary.

*Maureen White moved to approve the amended January seventeenth, 2019 Library Commission meeting minutes, seconded by Nancy Becque. All were in favor and the motion **PASSED.***

4. New Business

- Kathy mentioned that the ALA conference is being held in Washington D.C. from June twentieth to the twenty-fifth of this year. While she will not be going, she would like to

allow a staff member to attend, who will be chosen by lottery. State grant money will be used to cover this expense.

- Kathy mentioned that the Friends would like to have an exclusive event at the library and wanted permission from the Library Commission. It was unanimously agreed that the Friends are such an intricate part of the library that an exception to the protocol is acceptable.

5. Director's Monthly Reports

Director's Report

A. Budget for 2018-2019

- Kathy submitted the 2019-2020 Library budget to the Board of Finance and is optimistic that it will be approved by the Finance Department.

B. Finances

- Kathy reported that the Library is on target with finances and there are no issues or concerns at this time.

C. Personnel, Policies, and Procedures Management

- Kathy is planning on meeting with First Selectman Zeoli to discuss increasing the library hours on Wednesday evening. The intention is to resume to shorter hours during the summer.
- Ursula gave an update on the Meeting Room Policy. She highlighted three points of consideration: basic use of the rooms and available guidelines, the application process, and the hold harmless agreement. The Policy Committee will continue to meet to work on this Meeting Room Policy.

D. Technology

- Kathy reported that the new phone system should be up and running by June 2019. Wi-Fi is also being installed in the basement by the end of February. This will assist the Friends in selling more books and processing credit card payments.
- Kathy also mentioned that a committee has been set up to work on their website and to develop a greater Facebook presence for marketing the library and for promoting library events.

E. Community Outreach

- The library staff will be printing a summer newsletter advertising the library and they hope to mail it out to residents by May so that families can incorporate the library in their summer plans.

F. Property Management

- The Boy Scouts did a fantastic job in cleaning a quarter of the basement. Kathy thanked Nancy Becque for her help and also thanked the Friends for their \$k donation for the storage shelving for the library. The Friends will also help with the purchase of chairs for the meeting room.

Statistical Report

- The Commission members reviewed the Statistical Report, noting that circulation and patron count went up. Kathy addressed the issue of patrons using other people's patron cards and advised that Jonathan has successfully addressed this problem.

Gift Funds

- The Library received a \$1k donation from the Lions Club for large print books. The library also received \$5996.00 in the Pryde Fund.

6. Standing Committee Reports

A. The Friends

- The Friends will be sponsoring a musical program at the Library called "Salt and Pepper Gospel Singers" and there is currently a waitlist.
- Lastly, Maureen mentioned the dates and times of their upcoming book sale on March twenty-first through march twenty-third.

7. Adjournment

- Kathy distributed a Library Commission meeting schedule and suggested that the April meeting date be changed from April eighteenth to April twenty-fifth. She also suggested a Special Meeting for August fifteenth.

Diana Duarte made a motion to change the Library Commission meeting from April eighteenth to April twenty-fifth, and to hold a Special Meeting on August fifteenth. Sharon Greco seconded the motion and all were in favor. The motion PASSED.

Diana Duarte moved to adjourn the meeting at 8:00 p.m., seconded by Maureen White. All were in favor and the motion PASSED.

Respectfully Submitted,

Deborah Satonick
Recording Secretary