



Case Memorial Library Commission Meeting

April 24, 2023 7:00 p.m.

Library Meeting Room

(Unapproved Minutes)

ORANGE, CONN.
TOWN CLERK'S OFFICE
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APR 24 2023

2023 APR 17 PM 6:16

Elizabeth Meyer

Attendance

Commissioners Present: Chair Elizabeth Meyer, Maureen White, Stephanie Cuzzocreo, Alexandra Onuf, Sharon Greco, Nancy Becque, and Edward Martin

Commissioners Absent: Diana Duarte and Katalin Baltimore

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

Guest: Barbara Miller

1. Call to Order

Chair Elizabeth Meyer called the meeting to order at 7:06 p.m.

2. Public Participation /Correspondence

There was no public participation at this time.

3. Approval of Minutes -March 16, 2023

Chair Meyer made one correction to the minutes.

*Ms. Greco made a motion to approve the amended March 16, 2023 Library Commission minutes, seconded by Ms. White. All were in favor and the motion **PASSED.***

(Ms. Cuzzocreo arrived at 7:11p.m.)

4. Director's Monthly Report

A. Administration

Ms. Giotsas reported that their proposed 2023-2024 budget was approved by the Board of Finance. The LIONS Club awarded \$1k in grant funds to the library for the purchase of large print and audiobooks for the visually impaired. Ms. Giotsas will send a letter of thanks.

The Albers collection has been appraised for a total value of \$256,500. A copy of this appraisal has been sent to the First Selectman and the Finance Director for insurance purposes. Ms. Hanley recommended that restoration be done to repair some damage to the prints and frames. Once the prints have been insured, Ms. White would like to see this collection advertised to the public. Security issues were discussed, and Ms. Greco suggested that a posted sign for security surveillance be visible as a deterrent to prevent burglaries.

B. Finances

As of March 31, 2023, the library spent approximately 68.4% of the annual budget. Total surplus is \$47,002.37, which consists of \$36,922.26 in salaries and \$10,080.11 in operations. Two union contracts were signed, and retroactive pay will go back to July first. This will result in a drastic decrease in the salary surplus.

Revenue for the month of March is \$1,436,445, with \$302.00 going back to the Town.

C. Personnel, Policies, and Procedures Management

Ms. Giotsas is looking to fill a 24.5-hour union position vacancy within the next two months. A salary increase will help to acquire a better pool of candidates that will hopefully remain longer.

D. Policies

The Policy Committee has not met and there are no scheduled meetings over the summer.

E. Technology

Kanopy is up and running and continues to increase in usage. LibraryCalendar will be up and running on April 30th and EventKeeper will end at that time. Downloadables will be funded from the C-Car grant fund and in the next budget there will be an increase of funding for OverDrive.

F. Community Outreach

Staff is working on programs geared for teens and younger children and they will be evaluated as to their success. Large puzzles have been placed on the table in front of the Circulation desk for patrons to enjoy and this has been successful. Staff is working on the Summer Reading Program and paperwork has been submitted for two tables at the Orange Town Fair.

G. Property Management

There has been an issue in the library regarding the first floor sprinkler system in the DVD area and shelving has been removed. Ms. Giotsas would like to open additional space in the teen area by removing some shelving. This alcove, with some comfortable furniture, would be welcoming to teens. The noise level would be monitored, and Ms. Giotsas is not anticipating an issue.

5. Statistical Report

Ms. Giotsas reviewed the Statistical Report and the numbers are going up across every category. The only area where improvement is desired is the Oscar Films and it was suggested that the lower participation may be in the choice of films.

6. Gift Fund Report

The Gift Fund Report was included in the Commissioners' packets and there were no questions at this time.

7. Old Business

There was no old business at this time.

8. New Business

Chair Meyer was disappointed in the program "Trail Blazing - Jewish Women from New Haven," and felt it was amateur with poor transmission. She attended the memorial for Ursula in Washington D.C. and felt that it was well done.

Maureen passed a thank you note from Diana to all the Commission members. She noted that there is a remaining \$50 earmarked for memorial gifts/cards and this is sufficient funds at this time.

Chair Meyer noted that there is a conflict for the June Commission meeting date and alternative dates were discussed. It was agreed to reschedule the meeting to June 22nd as a Special Meeting.

Chairman Meyer made a motion to reschedule the June Library Commission meeting to June 22nd, seconded by Ms. Onuf. All were in favor and the motion PASSED.

Lastly, Chair Meyer mentioned that according to the bylaws, next year there will be an election to nominate officers.

9. Standing Committees

A. The Friends

Ms. White reported that the Book Sale brought in \$4,200 in revenue and the Dealer Sale had \$1,395 in revenue. She advised that the May newsletter will be via email and concluded with highlighting some of their upcoming programs.

Adjournment

Ms. White made a motion to adjourn the meeting at 8:17 p.m., seconded by Ms. Becque. All were in favor and the motion PASSED.

Respectfully Submitted,
Deborah Satonick, Recording Secretary