



ORANGE, CONNECTICUT
TOWN OF PUBLIC OFFICE
MAY 22 11:57 AM '23

Case Memorial Library Commission Meeting

May 18, 2023 7:00 p.m.
Library Meeting Room

(Unapproved Minutes)

Attendance

Commissioners Present: Chair Elizabeth Meyer, Maureen White, Stephanie Cuzzocreo, Alexandra Onuf, Sharon Greco, Diana Duarte, Katalin Baltimore, and Edward Martin

Commissioners Absent: Nancy Becque

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

1. Call to Order

Vice Chair Martin called the meeting to order at 7:03 p.m.

2. Public Participation /Correspondence

Ms. Duarte inquired about the publicity for programs offered by outside groups using the Library Meeting Room. Ms. Giotsas explained that the library does not advertise any programs for outside groups, as it is the outside organization's responsibility. Ms. Duarte appreciated the clarification.

3. Approval of Minutes -April 24, 2023

Ms. Cuzzocreo made a motion to approve the April 24, 2023 Library Commission minutes, seconded by Ms. Greco. All were in favor and the motion PASSED.

(Ms. Meyer arrived at 7:14 p.m.)

4. Director's Monthly Report

Administration

In April, the library was awarded \$9,055 from the State for Connecticut Fund. Ms. Giotsas has been using these funds for unexpected expenses, such as the art appraisal.

Finances

As of the end of April, 76.9% of the annual budget has been expended. Surplus is \$46,127.34, of which \$42,222.57 is in salaries and \$3,904.77 is in operations. Revenue for the month of

April is \$1,589.58, of which \$293.50 is returned to the town. The remaining balance goes into the Lost and Paid and Gift/Grant accounts.

Personnel, Policies, and Procedures Management

Ms. Giotsas has conducted interviews for the 24.5-hour union clerk position and a final decision will be made soon. She would also like to hire a Substitute Librarian as well within the next two months.

Policies

The Policy Committee will reconvene in September. There are currently no meetings over the summer.

Technology

Kanopy is up and running and continues to increase in usage. LibraryCalendar is working despite a few glitches that are being corrected. Ms. Giotsas is considering a subscription to Hoopla and/or a language tutorial service. She has seen a marked increase in streaming and has investigated Freegal, a downloadable service used by some libraries. However, not all reviews have been positive. The budget for audio CD's has been increased to meet the needs of patrons.

Community Outreach

Ms. Giotsas will be eliminating one of the Zoom licenses as most library programs are now in person. She will retain one Zoom license to allow for meetings and programs virtually when there is inclement weather.

The Summer Reading program will be paid for by The Friends and contract performers will be paid from the Prown Fund. The Art Committee has started having regularly scheduled art exhibits in the library and Ms. Giotsas is looking for a new location within the building to move an Albers print from her office to a more public display. She reported that all of the Albers prints are now properly insured and she will look into doing the needed repairs on the prints.

Property Management

There had been an issue with the sprinkler system but it has been resolved, and the DVD shelving on the first floor has been put back up. There was a second bathroom problem on the first floor, but this has been resolved as well.

5. Statistical Report

Ms. Giotsas reviewed the Statistical Report and the numbers are going up across every category. Ms. Giotsas is considering reducing the number of library computers, as they are not all being used, and this would result in a savings.

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

There was no new business at this time.

9. Standing Committees

A. The Friends

Ms. White reported that there will be a Book Sale on 6/24 from 10:00 a.m. to 3:00 p.m. with a special discount on children's books. She highlighted some of their upcoming programs and noted that there are eleven applicants for their scholarship this year. Lastly, Ms. White reported that their newsletter is being send online.

Adjournment

The next Library Commission meeting is scheduled for June 22, 2023.

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