



Case Memorial Library Commission Meeting

June 22, 2023 7:00 p.m.
Library Meeting Room

(Unapproved Minutes)

ORANGE, CONN.
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Attendance

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

Commissioners Absent: Nancy Becque, Stephanie Cuzzocreo, Edward Martin, and Sharon Greco

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

1. Call to Order

Chair Meyer 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 Minutes -May 18, 2023

Commission members reviewed the minutes and made two corrections.

Ms. Duarte made a motion to approve the amended May 18, 2023 Library Commission minutes, seconded by Ms. Baltimore. All were in favor and the motion PASSED.

4. Director's Monthly Report

Administration

There is \$15,656.12 in the remaining operating budget with \$4,407.59 which will be used to pay the remaining book orders that have not been received.

Finances

At the end of May, the library expended about 89% of the annual budget. Total surplus of the library budget is \$18,820.13, which consists of \$15,901.95 surplus in salaries and \$2,918.18 surplus in operations. When the retroactive salary has been taken out of the salaries line item there will be a substantial decrease in the salary surplus. Revenue for the month of May is \$3,069.44, of which

\$390.44 goes to the town and \$2,679 goes to the Lost & Paid and Gift/Grant library accounts. To date, the town has received \$4,111.50 and the library has received \$10,599.75. Ms. Giotsas would like to ask Mr. Zeoli about eliminating the fines to patrons, as most of the other libraries in the area have done so.

Policies and Procedures Management

The Policy Committee will meet the first week in September to discuss an Art in the Library Policy. Ms. Onuf discussed some ideas regarding exhibitions before art shows. Artwork by Amity students could be on display for sale, with a certain percentile going to the student and the balance going into a fund to be used for a new Audrey Galer Scholarship. This scholarship could be awarded to a graduating Amity senior at their awards ceremony. Commission members felt that this was an excellent way to honor Ms. Galer. The Art in the Library Committee will be meeting on June 20th to begin creating a schedule of art shows.

Technology

Due to the increase in downloadable the library is contributing \$500 monthly to OverDrive. The extra funding will be used to purchase materials that patrons are requesting and there will be a decreased wait time for Orange residents. The Conneticard funds are being used to subsidize this service. Kanopy continues to increase in usage.

Personnel

Emily Buza have filled the 24.5 hour union clerk position. Ms. Giotsas said that she is working out very well. The library is still in need of a substitute librarian. Discussion ensued about possibly opening on Sunday, and Ms. Giotsas did not believe that paying staff would warrant the small volume of anticipated patrons coming into the library on Sunday.

Community Outreach

Ms. Giotsas would like to use some Gift Funds to create a small area on the first floor of the library for a teen space. She is hoping to do this in the Fall. The Summer Reading Program will begin soon, and Ms. Giotsas will give a progress report of its success.

Property Management

A minor bathroom issue on the second floor should be resolved in a few days.

5. Statistical Report

Ms. Giotsas reviewed the Statistical Report with the Commission members, and the numbers are going up across every category.

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. There will also be some toys for sale as well as a teachers' discount.

10. Adjournment

Ms. White made a motion to adjourn the meeting at 8:12 p.m., seconded by Ms. Onuf. All were in favor and the motion PASSED.

Respectfully Submitted,
Deborah Satonick
Recording Secretary