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Case Memorial Library Commission Meeting

October 19, 2023 7:00 p.m.

Library Meeting Room

Approved Minutes

Attendance

Commissioners Present: Chair Elizabeth Meyer, Maureen White, Diana Duarte, Sharon Greco, and Edward Martin

Commissioners Absent: Nancy Becque, Stephanie Cuzzocreo, Alexandra Onuf, and Katalin Baltimore

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

Commissioner Martin inquired about the empty kiosk in the front of the library building. It is in need of repair. Ms. Giotsas advised that this is part of the Capital Request improvements that include removing the kiosk, repairing the broken windows, and more.

Ms. Becque will be resigning from the Commission, and Commissioner Meyer would like the vacancy filled with a qualified individual. Ms. Giotsas felt that a principal or teacher from the school system would be a wonderful fit.

3. Approval of Minutes -September 21, 2023

Ms. Duarte made a motion to approve the September 21, 2023 Library Commission minutes, seconded by Ms. Greco. All were in favor and the motion PASSED.

4. Director's Monthly Report

Administration

Ms. Giotsas has submitted the Town Library Annual Report for 2022-2023 and will be submitting the State Annual Report once she receives the budget number for staff benefits from the Finance Department. She will also complete the Capital Budget requests by the end of the month.

Finances

As of September 30, 2023, the library has expended 23.4% of the annual budget, with an overage of \$13,591.42. This amount consists of \$6,015.02 in salaries and \$7,576.50 in operations. The overage is due to vacancies and future quarterly bills to be paid.

Revenue for September was \$1,124.55, with \$293 being returned to the town and \$1,464.31 going to the Lost& Paid and Gift/Grant accounts.

Policies and Procedures Management

Ms. Giotsas is working on a Library Commission book that she will distribute to all Commission members. It will contain the following: Calendar of meetings, Commissioner names and contact info, Committees, Library Organizational Chart, Mission Statement, By-laws, Policies, and CT Public Library Trustee Handbook. Additional info can be added to the handbook by request.

Technology

There have been no updates in technology at this time.

Personnel

Ms. Giotsas would like to fill two Substitute Librarian positions and job offers have been made to those candidates. She is now waiting for the paperwork to go through. She will also be interviewing for the position of Technical Services Clerk.

Since four staff members have contracted COVID 19, the staff continues to sanitize work areas and use all necessary precautions.

Community Outreach

Ms. Giotsas continues to work on the teen space at the library and will be getting prices on furniture. She will also be looking at community room chairs.

The Orange Country Fair was a success with over 200 people visiting the library table. There were a lot of giveaways, and the button maker was a huge success.

For the month of November, veterans will be displaying their artwork. Audrey Galer provided a list of places to reach more artists interested in showing their work in the library. She also requested the month of June for her students to show their artwork.

Property Management

The town has agreed to repair all broken windows at the library and debris in the basement will be disposed of. Cleaning of the basement will allow the Assessor's office to store four fire/waterproof file cabinets in the basement.

5. Statistical Report

Ms. Giotsas reviewed the Statistical Report with the Commission members, and there were no concerns or questions at this time. Circulation, audiobooks, ebooks, emagazines, and downloadables have all shown an increase. She also reviewed programs with the Commission. Kanopy is being used by patrons.

The library staff has deleted a total of 5,632 books.

6. Gift Fund Report

The Gift Fund Report was included in the Commissioners' packets and there were no questions at this time. The funds for the chairs will be coming from the Gift Funds. Commissioner Duarte inquired about getting the necessary equipment for Zoom to hold hybrid meetings and programs. Ms. Giotsas will speak with the Director of the Stratford library to get additional information, as this library does offer Zoom to patrons.

Old Business

There was no old business at this time.

7. New Business

There was no new business at this time.

8. Standing Committees

A. Policies

Commission members reviewed the newly drafted Art Exhibit Policy and made edits as necessary.

Ms. White made a motion to approve the Art Exhibit Policy as amended, seconded by Ms. Greco. All were in favor and the motion PASSED.

B. The Friends

Ms. White apologized for the cancelation of a scheduled program, as the presenter was ill with COVID. The program will be rescheduled and the new date will be announced. On November 4th, 2:00 p.m., there will be a program called "Colonial New England Gravestones as Art and History."

The book sale raised \$3,200 and there will be a Dealers Sale this Saturday.

9. Adjournment

Ms. White made a motion to adjourn the meeting at 8:00 p.m., seconded by Ms. Greco. All were in favor and the motion PASSED.

Respectfully Submitted,

Deborah Satonick. Recording Secretary