



Case Memorial Library Commission Meeting

October 20, 2022 7:00 p.m.
(Zoom Meeting)

(Unapproved Minutes)

Attendance

Commissioners Present: Chair Elizabeth Meyer, Maureen White, Nancy Becque, and Stephanie Cuzzocreo

Commissioners Absent: Edward Martin, Diana Duarte, Sharon Greco, and Katalin Baltimore

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

1. Call to Order

Chair Elizabeth Meyer called the meeting to order at 7:03 p.m.

2. Public Participation /Correspondence

There was no public participation or correspondence at this time.

3. Approval of Minutes

Commission members reviewed the minutes and Maureen White made one correction.

Maureen White made a motion to approve the amended September 15, 2022 Library Commission minutes, seconded by Nancy Becque. All were in favor and the motion PASSED.

4. Director's Monthly Report

A. Administration

Kathy reported that she will be completing the Annual Budget worksheet for 2023-2024 and the Capital Budget work sheets. Both budgets will be presented to the Commission for review at the November meeting.

B. Finances

There is a current surplus of \$17,100 which consists of \$8,334.80 in salaries and \$8,765.45 in operations. By the end of the fiscal year, the budget will be on target in using all of the funds. Revenue for the month of September was \$375.

C. Personnel, Policies, and Procedures Management

Two clerk positions, two substitute Librarian positions, and one full-time Children's Library Assistant position will hopefully be filled by the end of October. Dale Outhouse, a Substitute Librarian, gave his notice and will leave once a Substitute is in place. Jessica Donofrio, Substitute Librarian, is currently out on maternity leave.

Kathy noted that it is difficult to get qualified candidates for staffing many of their positions. The union will be increasing the salary for the Substitute Library position and she will begin advertising with the new rate increase in hope of securing more qualified candidates.

D. Policies

Kathy will be compiling a booklet for the staff that has all of the Library policies. All new hires will be given a copy of the booklet. The Policy Committee will decrease the number of meetings held and will meet only as needed. The Lost and Found Policy and the Program Policy will be distributed to the Commission members for review and a vote will be taken at the next Commission meeting.

E. Technology

The library is expecting that Kanopy will be up and running by the end of this month.

F. Community Outreach

Kathy would like to have more inhouse programs along with the take-and-make projects. It was suggested having an inhouse program during the tree-lighting holiday event. Kathy mentioned that some of the activities that day will include making holiday bookmarks, X-mas trees from folding paper, and an Elf project. She would like Al deCant to be a part of the festivities and is hopeful that the town will pay for this.

The Orange Country Fair was a successful event, and many take and make kits were distributed. Making bead necklaces was also a fun event offered at the fair.

The Oscar movie night is slowly increasing in attendance, although some patrons are still concerned about the mask policy at the library. Kathy advised that everything is properly sanitized and no staff has been out sick with colds. It was agreed that the Library Commission meetings will continue as Zoom meetings until further notice.

G. Property Management

Kathy reported that on 09/22/22 at 2:00 p.m. there was a power outage. The library remained open until 3:30 p.m. The alarm system was not compromised but it did affect the outside lights. The Town will take care of this issue.

5. **Statistical Report**

Kathy reviewed the Statistical Report with the Commission members and took questions as they arose. She explained the difference between the two line items of “Travel and Training” and “Car Mileage.” The patron counter went down but feels that the recent power outage contributed to this. The 3-D printer program was not well attended but the study rooms and meeting room are being well used. Both Computer and Internet usage are steady. There are 61 followers on Instagram and 713 Facebook followers.

6. **Gift Fund Report**

Kathy reviewed the Gift Fund Report with the Commission members and there were no questions at this time.

7. **Old Business**

*A motion was made by Maureen White to go into Executive Session at 8:17 p.m. to discuss a personnel matter. Nancy Becque seconded the motion and all were in favor. The motion **PASSED.***

*A motion was made by Nancy Becque to leave Executive Session at 8:26 p.m. and was seconded by Maureen White. All were in favor and the motion **PASSED.***

8. **New Business**

Kathy will provide a calendar for the 2023-2024 Library Commission meetings for approval.

9. **Standing Committees**

A. **Policy Committee**

There was no additional reports at this time.

B. **Finance Committee**

There was nothing additional to report at this time.

C. Personnel Committee

There was nothing additional to report at this time.

D. The Friends

Maureen discussed some of the upcoming programs that The Friends are sponsoring. They include the Meredith Rose Duo on 10/29 at 2:00 p.m., a Blues Program on 11/19 at 2:00 p.m., and a community book sale on 11/5 from 10:00 a.m. -3:00 p.m.

10. Adjournment

Ms. Cuzzocreo made a motion to adjourn the meeting at 8:55 p.m., seconded by Ms. Becque. All were in favor and the motion PASSED.

Respectfully Submitted,
Deborah Satonick
Recording Secretary