



Case Memorial Library Commission Meeting

Library Meeting Room
January 15, 2026 7:00. p.m.

(Unapproved Minutes)

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Attendance

Commissioners Present: Vice Chair Trish O'Leary-Treat, Elizabeth Meyer, Diana Duarte, Maureen White, Stephanie Cuzzocreo, Alexandra Onuf, Eugene Burshuliak, and Elizabeth Ewen

Commissioners Absent: Chair Edward Martin

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

1. Call to Order

The meeting came to order at 7:05 p.m.

2. Public Participation /Correspondence

There was no public participation at this time.

Approval of Library Commission Minutes –November 20, 2025

*Commissioner Onuf made a motion to approve the November 20, 2025 Library Commission minutes, seconded by Commissioner Duarte. All were in favor and the motion **PASSED**.*

3. Director's Monthly Report

Administration

Ms. Giotsas is currently working on the four-year Strategic Plan, the LION Mini Grant, and the 2026-2027 budget presentation to the Board of Finance.

Finances

Ms. Giotsas reviewed the finances for both the month of November and December. Both months had

a surplus due to the quarterly bills that were not yet submitted. For December, there was a shortfall of \$153.40 in salaries due to holiday and vacation time off.

For the month of November, \$255.87 was collected. From those funds \$112.66 went back to the Town of Orange. For the month of December, \$18,842.92 was collected. From those funds \$107.02 went back to the Town of Orange.

Policies and Procedures

Ms. Giotsas reported that the policies they have been working on were approved by the State of Connecticut and are on the library website. She would like to review the Donation Policy and the Child Abandonment Policy at the next Policy Committee meeting.

Technology

CEN came to the library to update the internet equipment and phones were down for half the day and Internet service was down for less than an hour. Everything went well and before the end of the day everything was up and running smoothly.

A second hotspot was ordered and it will be put into circulation once it arrives. The Friends generously paid for this.

Ms. Giotsas reported that she received a quote to update the meeting room and hopes to have approval to go forward with the project sometime in March. The Town IT department reviewed the quote to see if we really need all of the equipment listed on the quote. They did feel our equipment was out of date and the pricing was comparable to what other companies would be charging. The remodeling of the technology in the meeting room will cost \$21,927.58

Personnel, Policies, and Procedures Management

Elaine Steele, one of our Substitute Librarians, has accepted a job with Cheshire Public Library as Head of Technical Services. She will continue working for us on weekends and evening if she is available. We do not expect to replace her at this time.

Community Services

Ms. Giotsas reported that the Jane Austen events were well-attended and Ms. Giotsas thanked The Friends for providing the refreshments and snacks. The Christmas Tree Lighting was another success, with an added New Year's party for children. Possible feedback surveys might be utilized in the future to determine how to add and improve the library programs.

Strategic Plan

Ms. Giotsas included a draft of the Strategic Plan in the Commissioners' packets, which will include Strategies and Initiatives, an Action Plan, and Performance Metrics. Surveys will

continue to be distributed to get a better understanding of what the residents want from their local library.

Property Management

Ms. Giotsas reported that the paving project has been completed and patrons are pleased with the results. She proceeded to list the items in need of repair and is hopeful that these matters will be taken care of in a timely fashion by the Town.

4. Statistical Report

Ms. Giotsas reviewed the Statistical Report with the Commission members. The patron count, circulation, audiobooks, downloadables, consumer reports, ancestry.com, and magazine numbers increased. Ms. Giotsas also gave the expected end of year totals for these items.

5. Gift Fund Report

Ms. Giotsas reviewed the Gift Funds with the Commission members and noted that they are well funded.

6. Old Business

Library of Things

The Library of Things has been put in place and items will be available by January 26, 2026. Items will be stored in cabinets and patrons will request items by a picture with the barcode for checkout.

Kidd Family Donation

The Kidd family donated another \$10,000, of which Ms. Giotsas is appreciative. The library also received two other donations in the amount of \$2,500 from Katherine Griswold and \$5,000 from Jake and Kate Griswold. These funds came through the Reidman Foundation. As the library is not a 501c3 and The Friends of the Library are, funds are disbursed to the Friends and then the Friends donate the funds to the library to be used as the donors have requested. Ms. Giotsas asked that a "thank you" card be sent to the donors.

7. Standing Committees

Policies

The Policy Committee will be meeting on February 11th at 10:00 a.m. Commissioner Duarte inquired if the patron counter could collect data regarding the time of day that patrons are using the library. In the focus surveys, patrons requested that the library open on Sundays and one or two extra evenings per week. Ms. Giotsas would consider opening an extra evening in the future for additional programs.

Good wishes for a speedy recovery were shared on behalf of Chairman Martin.

The Friends

Commissioner White reported that the next book sale is scheduled for April 25^h, from 10:00 a.m. to 3:00 p.m. There will also be a children's book sale on February 7th from 11:00 a.m. to 1:00 p.m. It will be \$15 for a full bag of children books. Their annual meeting will be held on May 30th and their annual scholarship will be awarded at this time.

Both The Friends and the Library will be planning special events for the 250th anniversary of our country.

8. Adjournment

Commissioner White moved to adjourn the meeting at 8:18 p.m., seconded by Commissioner Meyer. All were in favor and the motion PASSED.

Respectfully Submitted,
Deborah Satonick
Recording Secretary