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*Elizabeth Meyer*  
TOWN CLERK

**Case Memorial Library Commission Meeting**  
February 16, 2023 7:00 p.m.  
(Hybrid Meeting)

*(Unapproved Minutes)*

**Attendance**

Commissioners Present: Chair Elizabeth Meyer, Maureen White, Stephanie Cuzzocreo, Edward Martin, Alexandra Onuf, and Katalin Baltimore  
Commissioners Absent: Nancy Becque, Diana Duarte, and Sharon Greco  
Staff: Kathy Giotsas, Library Director; Deborah Satonick, Recording Secretary

**1. Call to Order**

Chair Elizabeth Meyer called the meeting to order at 7:07 p.m.

**2. Public Participation /Correspondence**

There was no Public Participation at this time. Chair Meyer advised that an email was sent out to all of the Commission members notifying them that the art display at the University of Bridgeport gallery has been cancelled. While this was regrettable, the Art Lending Policy was established, and the library prints on display will now be properly insured. Ms. Onuf noted that art displays should never be exposed to the light, even under glass, which does not offer sufficient protection.

**3. Approval of Minutes - January 19, 2023**

The Commission members reviewed the minutes and made corrections as needed.

*Ms. Baltimore made a motion to approve the amended January 19, 2023 Library Commission minutes, seconded by Mr. Martin. All were in favor and the motion PASSED.*

**4. Director's Monthly Report**

A. Administration

Kathy reported that she submitted the 2023-2024 budget to the Finance Department requesting a 5.02% increase and there was no push back on the increase requested. She also

introduced Ms. Onuf to the Board members. Kathy reported that she is requesting \$1k from the Lions Club Grant for large print books and audio books for the visually impaired. She also intends to apply for the Rotary grant for E-books and test books.

#### B. Finances

As of January 31<sup>st</sup>, 2023, the library spent 54.9% of their annual budget. The total surplus of the library budget is \$38,054.09, consisting of \$24k in salaries and \$237.52 in operations. Revenue for the month of January is \$718.72. Of this total, \$418.00 goes to the town and \$300.72 goes to the library Lost and Paid account. Year to date the Town has received \$2,880.00 and \$5,279.75 has been deposited to the Gift and Lost and Paid accounts.

#### C. Personnel, Policies, and Procedures Management

Kathy held a mandatory library staff meeting to discuss the following: Dress code, calling in sick, name tags, transferring patrons to the appropriate staff members, and more. Staff members agreed to wearing nametags with their first name and job title. Kathy discussed some personnel changes regarding staff and mentioned some new vacancies. It was noted that Ms. Greco was not in attendance at the meeting and her presence is desired.

#### D. Policies

Kathy reported that they are waiting on an official appraisal of the Albers prints on display. Their estimated value is \$150k and they will be properly insured. The Art Lending Policy has been reviewed and will be officially approved this evening under Standing Committees.

#### E. Technology

Kanopy is up and running on the library home page. Kathy is continuing to work at getting LibraryCalendar implemented for next month.

#### E. Community Outreach

Kathy is working with an Amity High School art teacher to host an art show displaying students' work during the months of April and May. She intends to continue with the Art in the Library featuring new artists throughout the year. She concluded by noting that they have begun working on the Summer Reading Program and will be seeking financial assistance from The Friends of the Library.

#### F. Property Management

There have been ongoing building issues in the library as well as problems with the HVAC system. The Town is working on resolving these problems.

### 5. **Statistical Report**

The Balance Sheets were included in the Commissioners' packets for review. Kathy evaluated the Statistical Report with the Commission members and took questions as they arose. She noted that the patron counter, circulation, E-books, adult and children's reference, Instagram and Facebook followers, and Internet usage are all up from last month. Audio books, E-magazines and programs remain steady. The Meeting Room is being used with a \$150 rental fee that goes back to the Town.

## 6. Gift Fund Report

Kathy reviewed the Gift Fund Report with the Commission members and there were no questions at this time. She noted that all of the numbers are positive and the insurance for the Albers prints will come from the gift funds.

## 7. Old Business

All Old Business was reviewed earlier in the meeting.

## 8. New Business

Kati inquired if the library has a policy in place regarding banned books and was advised that there is a policy already in place online.

## 9. Standing Committees

### A. Policy Committee

*Ms. Cuzzocreo made a motion to officially approve the Art Lending Policy, seconded by Ms. Baltimore. All were in favor and the motion PASSED.*

### B. The Friends

Maureen discussed some of their upcoming programs as well as their book sale scheduled for March twenty-fifth. She added that they will be offering a scholarship of \$2k to rising seniors. The Friends will continue to provide financial aid for the Summer Reading Program.

## Adjournment

Ms. Meyer noted that elections are upcoming, and she is considering retiring. She suggested that members begin thinking about this election of officers.

*Ms. White made a motion to adjourn the meeting at 8:03 p.m., seconded by Mr. Martin. All were in favor and the motion PASSED.*

Respectfully Submitted,  
Deborah Satonick, Recording Secretary