



Case Memorial Library Commission Meeting

March 16, 2023 7:00 p.m.
(Zoom Meeting)

Approved Minutes

ORANGE, CONN.
TOWN CLERK'S OFFICE
RECEIVED FROM RECORDS
2023 APR 25 AM 10:37
M. White

Attendance

Commissioners Present: Chair Elizabeth Meyer, Maureen White, Stephanie Cuzzocreo, Alexandra Onuf, Sharon Greco, Katalin Baltimore, and Nancy Becque

Commissioners Absent: Diana Duarte and Edward Martin

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

Chair Meyer indicated that Ms. Barbara Miller might be joining the Zoom meeting to become better acquainted with the functions of the Library Commission.

3. Approval of Minutes - February 16, 2023

Ms. Onuf made two corrections to the February 16, 2023 Library Commission minutes.

Ms. Onuf made a motion to approve the amended February 16, 2023 Library Commission minutes, seconded by Ms. White. All were in favor and the motion PASSED.

4. Director's Monthly Report

A. Administration

Kathy reported that she should be hearing from the Orange LIONS Club about the \$1k Community Mini-Grant by the end of March. She also indicated that she has not heard back from the Board of Finance regarding their 2023-2024 proposed budget. The Town Budget referendum is scheduled in the month of May.

B. Finances

As of February 28, 2023, the library spent approximately 58.9% of its annual budget. The total surplus of the library budget is \$56,109.25, consisting of \$50,845.04 in salaries and \$5,264.21 in operations. Revenue for the month of February is \$1,094.88. Of this total, \$246.00 goes to the town and \$848.88 goes to the library Lost and Paid account. Year to date, the Town has received \$3,126.00 and \$6,128.63 has been deposited to the Gift and Lost Paid accounts. Surplus in salaries is due to ongoing vacancies.

C. Personnel, Policies, and Procedures Management

Kathy mentioned that two Union contracts are being negotiated and salaries will be paid retroactive from July. She also noted that there is another staff vacancy. Ms. Jackson has submitted her resignation, accepting a full-time job with the City of Milford, and Ms. Kuchta-Humphrey will be taking her position. This will leave her previous 24.5 union position vacant. Kathy hopes to fill this position as well hiring additional Substitute Librarians.

Policies

Kathy reported that Ms. Hanley has inspected the Albers prints but requested additional information regarding the packaging of the prints and the documents in the packaging. Kathy will contact the Foundation for any additional paperwork.

E. Technology

Kanopy is up and running on the library home page and its usage is increasing. Staff will be trained on LibraryCalendar by the end of March, and they will be getting the bill for EventKeeper. Kathy has filed the application with CEN to get a \$14k in savings on Internet access.

D. Community Outreach

Kathy is thankful that The Friends will pay for the opening and closing of the Summer Reading Program. At the end of the month, the artwork of Amity High School students will be on display at the library. Lastly, the library will continue to have “take and make” programs for all ages. The book boxes have been a very successful program.

E. Property Management

There have been ongoing building issues in the library regarding plumbing. The pipe from the bathrooms to the septic was clogged with hand paper towels and articles of clothing. It appears that this was done intentionally.

5. **Statistical Report**

Kathy reviewed the Statistical Report with the Library Commission members, noting that the patron counter, circulation, social media, children’s reference, and downloadable materials have increased. Statistical projections are resuming to prior to COVID numbers. Kathy also noted that the study rooms and meeting room usage is also on the rise.

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**

Ms. Meyer mentioned that "Trail Blazing - Jewish Women from New Haven," is coming to the New Haven Museum on Sunday, 3/19, at 2:00 p.m. Seating is limited, but it will be live stream on Facebook.

The Commission members discussed how to express their sympathy to Ms. Duarte and to Ursula's family. As monetary donations will be made on behalf of these losses, the Library Commission will discuss next month refunding this account for future use, if needed.

Lastly, Chair Meyer asked members to consider nominations for next month's meeting.

9. **Standing Committees**

A. **The Friends**

Maureen reported that on 3/25 there will be a Community Book Sale from 10-3 p.m. in the library basement. There will be lots of good books available.

Adjournment

*Ms. Cuzzocreo made a motion to adjourn the meeting at 8:07 p.m., seconded by Ms. White. All were in favor and the motion **PASSED**.*

Respectfully Submitted,
Deborah Satonick, Recording Secretary

