



**Case Memorial Library Commission Meeting**

August 17, 2023 7:00 p.m.

Library Meeting Room

**Approved Minutes**

**Attendance**

Commissioners Present: Chair Elizabeth Meyer, Maureen White, Alexandra Onuf, Diana Duarte, and Sharon Greco

Commissioners Absent: Nancy Becque, Stephanie Cuzzocreo, Katalin Baltimore, and Edward Martin

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

Guest: Trish O'Leary-Treat; Art in the Library

**1. Call to Order**

Chair Meyer called the meeting to order at 7:10 p.m.

**2. Public Participation /Correspondence**

Ms. Trish O'Leary-Treat attended the meeting to discuss the Art in the Library Policy. She engaged in a discussion with Commission members regarding the future of the art exhibits at the library among other concerns.

**3. Approval of Minutes -June 22, 2023**

Commission members reviewed the June minutes and made revisions as needed.

*Ms. Duarte made a motion to approve the amended June 22, 2023 Library Commission minutes, seconded by Ms. White. All were in favor and the motion **PASSED.***

**4. Director's Monthly Report**

**Administration**

Ms. Giotsas is preparing the state and town annual reports and will email the reports to the Commission members upon completion.

ORANGE, CONNECTICUT  
TOWN CLERK'S OFFICE  
RECORDS & FINANCIAL SERVICES  
2023 SEP 22 AM 11:33  
Elizabeth Meyer

## Finances

As of June 30, 2023, the library has expended 94.4% of the annual budget with a surplus of \$41,975.31, which consists of \$41,873.69 in salaries and \$101.72 in operations. Ms. Giotsas would like some of this salary revenue returned to the operating budget for the purchase of books.

Ms. Giotsas would like to compose a letter to ask Mr. Zeoli and Mr. Cifarelli about eliminating the book fines to patrons, as 75% of the other libraries in the area have done so. Hartford, Bridgeport and some other inner-city libraries continue to take book fines, but Ms. Giotsas feels that the revenue from book fines is minimal and should be eliminated for our residents. She will compose a letter and asked the Commission members to review and sign the letter.

As of July 31, 2023, the library has spent 5.9% of the annual budget. The total surplus of the library budget is \$20,010.42, which consists of \$8,985.46 surplus in salaries and \$11,024.96 surplus in operations. The salary line item is from vacancies which will be filled within the coming months.

Revenue for June is \$378.00, of which \$301.00 goes back to the town and \$77.00 goes to the library's Lost & Paid and Gift/Grant accounts. Most of the funds in the gift account come from the Friends of the Library and Ms. Giotsas is very grateful for their generosity and hard work.

## Policies and Procedures Management

The Policy Committee will be meeting the first week in September to discuss the Art in the Library Policy. Ms. Onuf will be available to give her input regarding the exhibitions at the library and any possible revisions to the Art in the Library Policy. Artwork by Amity students could be on display for sale with a percentage going to the students and the balance to be used for a new Audrey Galer Scholarship. This scholarship could be awarded to a graduating Amity senior at their end-of-year awards ceremony.

## Technology

Ms. Giotsas will be adding \$500 monthly to OverDrive. This extra funding will be used to buy materials that patrons are requesting so that there will be a decrease in wait time for Orange residents. The Connecticut card funds will be used to subsidize this service.

Kanopy use is slowly rising with each month. This service offers classic movies, Great Courses, and children's content. Hoopla, another streaming service, is more costly and will not be added at this time.

## Personnel

Emily Buza has filled the 24.5 hour union clerk position and is doing well. Ms. Pilbro has submitted her letter of resignation and the Technical Services Clerk position, as well as a Substitute Library position, will be advertised.

## Community Outreach

Ms. Giotsas would like to use some Gift Funds to create a small area on the first floor of the library for a teen space. She is hoping to do this in the Fall. The Friends have generously offered to pay for the furniture in the amount of \$15k. Ms. Giotsas would like to put a television in this space so teenagers can play video games as well. To make this area for teens, a few unused computers will be eliminated, and three shelves will be moved.

The Summer Reading Program was successful, and the children really enjoyed the programs with Mr. DeCant. Ms. Giotsas thanked the Friends for their continued support with this program.

Ms. Giotsas will be purchasing chairs for the meeting rooms and intends to go to the furniture expo in Wallingford. The chairs will be lightweight so they can be easily moved.

The library will have two tables at the Orange Country Fair and electrical outlets for the button maker and the cricut machine. There will be giveaways both Saturday and Sunday. The Friends will be present on Sunday and will give away books.

The first showing for Art in the Library is tentatively scheduled for October first.

## Property Management

Ms. Giotsas advised that there was a power surge that destroyed the mother board in the alarm box which will need to be replaced. Also, after a complaint by a patron, the elevator company came to inspect and repair the elevator but did not find any issues. The elevator has been working without any issues.

### **5. Statistical Report**

Ms. Giotsas reviewed the Statistical Report with the Commission members, and the numbers are going up across nearly every category.

### **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. Ms. Onuf inquired about the repair of the Albers prints which will be covered by gift funds. Ms. Giotsas is looking into having them repaired.

**8. New Business**

There was no new business at this time. Ms. Duarte expressed concerns regarding not having a quorum for the upcoming meetings and suggested hybrid meetings during the winter months due to weather conditions. It will be considered. Ms. White will also contact Ms. Becque's daughter to find out how she is doing and to also find out if she is well enough to continue on the Commission.

**9. Standing Committees**

A. The Friends

Ms. White reported that the Elderly Brothers will be doing a program this Saturday at 2:00 p.m. indoors. On September 23th, there will be a folk musical program. She also mentioned that they donate used books to the Veterans Administration and the American Ukrainian Aid. The Friends will be covering the Orange Country Fair on Sunday.

**10. Adjournment**

*Ms. White made a motion to adjourn the meeting at 8:12 p.m., seconded by Ms. Duarte. All were in favor and the motion PASSED.*

Respectfully Submitted,  
Deborah Satonick  
Recording Secretary