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## **Case Memorial Library Commission Meeting**

Conference Room, Case Memorial Library  
May 17, 2018 7:00 p.m.

Approved

### **Attendance**

**Commissioners Present:** Chair Katalin Baltimore, Vice Chair Elizabeth Meyer, Ursula Hindel, Nancy Becque, Stephanie Cuzzocreo, Diana Duarte, and Sharon Greco

**Commissioners Absent:** Maureen White, Ed Martin

**Staff:** Kathy Giotsas, Library Director

### **1. Call to Order**

- Vice Chair Libby called the meeting to order at 7:04 p.m.

### **2. Public Participation/Correspondence**

- None

### **3. Approval of the Library Commission Minutes – April 19, 2018**

- The Library Commission members reviewed the April nineteenth minutes and made corrections as required.

*Nancy Becque moved to approve the amended April 19, 2018 Library Commission meeting minutes, seconded by Stephanie Cuzzocreo. All were in favor and the motion PASSED unanimously.*

#### 4. Old Business

##### A. Discussion on the By-Laws

Ursula Hindel stated that eventually we will all get copies of the By-Laws.

##### B. Library Staffing

Kathy Giotsas informed the commission that a notice went out to fill two positions. She did get permission to fill 1 (one) part time position. Each person will be added one at a time for a gradual transition. The staff has been great and has filled in where needed.

Diana Duarte stated that we need to vote to revise the agenda. It does not reflect the Nominating Committee under Old Business.

*Sharon Greco made a motion to add the Nominating Committee Report to Old Business and Diana Duarte seconded the motion. All were in favor and the motion PASSED unanimously.*

##### C. Nominating Committee

Nominating Committee consists of Diana Duarte, Maureen White and Nancy Becque. The committee presented the slate for the 2018-2020 term. The slate remains the same: Katalin Baltimore, Chair; Elizabeth Meyer, Vice Chair; Maureen White, Corresponding Secretary. There are no additional nominations. Nominating Committee's Report was approved.

#### 5. New Business

##### A. Preliminary Budget for 2018-2019

Kathy reported that she received word that the Finance Board and the First Selectman have approved the budget with the exception of \$1,000 which was taken out of the personnel line.

We will have a surplus of between \$10,000 and \$15,000 in our personal budget because we didn't hire anyone. No hiccups are expected.

## 6. Director's Monthly Reports

### A. Director's Report

Everything is going as planned with finance. There is a zero balance expected for the operational budget. We are slowly seeing people come into the library to fax. As far as personnel, we are looking to fill three positions. We will fill one at a time. In September, we will add one more evening to our hours of operation. In January, we will add another evening, making a total of four evenings.

Kathy saw the Unattended Child Policy and stated that it allows enough leeway. We need to look at the Patron Code of Conduct Policy. Kathy recently received a complaint from a patron. Diana Duarte shared an example of a policy she saw at the East Haven Public Library. Our goal is to work on this policy after we complete the Unattended Child Policy.

We can create a general policy about disruptive behavior or just use the disruptive child policy which includes adults. This will be voted on in June. We also need to look at the Room Reservation Policy. We can make do with what we have and review it down the road. Procedures have changed. For example, room reservations are made online now. We need to change the contact person from Dan to Kelly. We also need to include the fact that when we open another evening, that gives us more leeway for booking.

Regarding Technology, Kathy will be meeting with the new Technology Director at Town Hall next week to see if we can increase our income by charging fifty cents per colored print. We may swap out some old printers, and we're hoping the town will pay for the new color printers.

Kati would like a more pleasant voice message on the library message. Kathy reported that the library is getting a whole new phone system on July 1, 2018. Regarding Outreach, we have a new eight paged newsletter that we are hoping to include as an insert in the Orange Times. It costs \$200 per publication. We are hoping to include it in a summer issue. Michelle will speak to the schools to push the summer programs.

It is working well for patrons to register online for programs. Kathy will add a note, “if you need to cancel, please call the library” because the patron cannot do so online.

Property Management: the concrete was ripped out in the back of the library. The concrete will also be replaced in front where a patron fell. HVAC-the subcontractors have been here all month. We will probably look to replace the system in the near future. It can cost between \$75,000 and \$250,000.

Kathy called for questions/concerns regarding her reports.

Diana stated that in terms of the Unattended Child Policy, a staff member should never take a child home and should never be alone with a child. There must always be two or more staff members with the child.

Kati asked if we were still using the orange colored library cards. There is a key card, but Diana said it peels. Kathy doesn't want to do anything yet in case we change our logo. Diana recommended having a contest.

#### B. Statistical Report

Our numbers are picking up and will go even higher in the summer.

#### C. Gift Fund Report

Kathy will have a graph next month. Financials of special funds are attached.

### 7. **Standing Committee Reports**

#### A. Policies- Ursula Hindel

All commission members were emailed the Unattended Child Policy. We will vote on it at the June meeting. We will work on the Disruptive Patron Policy and try to have something ready for the June meeting. We will use Kathy's draft as a starting point. Kathy wants to attach to her book the state statutes to the Patron Code of Conduct Policy, however those statutes will not be posted.

#### B. Finance

No report.

C. The Friends

The Friends gave the library \$3,000 to buy 3D pens, programmable moving objects, Thomas the Train table and trains, and puppets.

The Friends also won an award for their yarn bombing. Kathy will attend the awards ceremony in June where they will be honored.

The Ann Nyberg presentation was great and filled to capacity.

D. Personnel

No report.

8. **Good and Welfare**

No report.

9. **Adjournment**

*Libby Meyer moved to adjourn the meeting at 8:22 p.m., seconded by Diana Duarte. All were in favor and the motion PASSED.*

*Respectfully Submitted,*

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*Sharon Greco,  
Acting Secretary*