



Orange, Connecticut  
TOWN OF ORANGE  
RECORDS & COMMUNICATIONS  
2018 DEC -7 AM 8:29  
12/7/2018  
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### **Case Memorial Library Commission Meeting**

Conference Room, Case Memorial Library  
November 29, 2018 7:00 p.m.

*(Unapproved)*

#### **Attendance**

**Commissioners Present:** Chair Katalin Baltimore, Vice Chair Elizabeth Meyer, Ursula Hindel, Maureen White, Sharon Greco, Diana Duarte, and Edward Martin

**Commissioners Absent:** Stephanie Cuzzocreo and Nancy Becque

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

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

- Chair Kati called the meeting to order at 7:05 p.m.

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

- There was no public participation at this time.

#### **3. Approval of the Library Commission Minutes –September 20, 2018**

- The Library Commission members reviewed the minutes prior to the meeting and made corrections as necessary.

***Diana Duarte moved to approve the amended September twentieth, 2018 Library Commission meeting minutes, seconded by Sharon Greco. All were in favor and the motion PASSED.***

#### **4. Old Business**

- There was no old business to discuss at this time.

## 5. New Business

### A. Budget for 2018-2019

- Kathy reported that she will submit to the Board of Finance the 2018-2019 Library budget by December twenty-first, but will send a copy of the budget to the Library Commission members prior to this date. She will be requesting an increase in programs and books.

## 6. Director's Monthly Reports

### A. Director's Report

#### Administration

- Kathy reported that a five-year capital plan has been submitted to the Capital Ad Hoc Planning Committee. She has also completed the State Library Statistical Report with no issue.

#### Finances

- Kathy reported that the library is on target with the budget and is running a surplus. She expects that they will stay on target and be able to give \$12k in revenue back to the Town at the end of the fiscal year. The Friends will continue to support the upcoming programs this spring.

#### Personnel, Policies, and Procedures Management

- The Meeting Room Policy is being followed and every group is being treated equally.
- Sara Pettinger was promoted to the position of Patron Assistant. There are still two unfilled non-union, part-time positions. One will be filled immediately and the other will be filled by February. At this point, Kathy hopes that the Library can open an additional evening.

#### Technology

- Kathy is expecting that the Town phone system will be implemented soon, although a definite start date has yet to be announced.
- LION has completed their strategic five-year plan for the Consortium and the Library staff has been involved in this process to make sure that the needs of the Orange community are being met.

### Community Outreach

- The Orange Country Fair went well, and next year the Library staff will maintain a presence both Saturday and Sunday.
- The Community Center has hired a new Youth Service Coordinator, Jessica Simone, and the Library will work closely with her in the hope of attracting more teenagers to the Library.

### Property Management

- The library front door has been repaired and is working properly. The doors can also be properly locked. Kathy will compile a list of all needed repairs within the library and present it to the Town. There is \$72k of encumbered funds to begin these needed repairs.
- The Library basement will be fully cleaned by the end of January and the Boy Scouts are helping with this cleanup. Libby inquired if the typewriters had been sold, and Kathy indicated that they had not. She intends to attempt to try a second time to sell them.

### **B. Statistical Report**

- Kathy provided the Statistical Report with bar graph illustrations. The Commission members expressed their appreciation for these easy to read illustrated graphs.

### **C. Gift Fund Report**

- Kathy included the Gift Fund Report in the Commissioners' packets. There were no questions at this time.

## **6. Standing Committee Reports**

### **A. The Friends**

- Maureen discussed the Barnes and Noble promotion and advised that members would be given a coupon at the time of their visit. A portion of the proceeds will go to helping The Friends.
- Maureen discussed the holiday decorations at the Library and noted that The Friends have been decorating for over 19 years. They did not participate this year. Going forward, The Friends will be looking for new ways to decorate the Library to include other ethnic celebrations as well at Christmas.
- Maureen mentioned that on December second The Friends will be serving refreshments for the tree lighting at the Town Green. Al DeCant will be doing a Children's Program as well.

- The Purr Project donated a \$160 contribution to the Middletown Veterinary Hospital.
- Lastly, Maureen invited everyone to vote on the Library door decoration at High Plains Community Center. A cash prize will be awarded to the winner with the highest number of votes.

## 7. Adjournment

*Libby Meyer moved to adjourn the meeting at 8:50 p.m., seconded by Diana Duarte. All were in favor and the motion PASSED.*

Respectfully Submitted,

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Deborah Satonick, Recording Secretary