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TOWN OF ORANGE  
OFFICE OF THE TOWN CLERK

## Case Memorial Library Commission Meeting

February 17, 2022 7:00 p.m.  
(Zoom Meeting)

### **Approved**

#### **Attendance**

**Commissioners Present:** Chair Elizabeth Meyer, Secretary Maureen White, Katalin Baltimore, Diana Duarte, Stephanie Cuzzocreo, Nancy Becque, and Sharon Greco

**Commissioners Absent:** Edward Martin

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

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

Chair Elizabeth Meyer called the meeting to order at 7:00 p.m. The Commission members gave their consent to be videotaped at the meeting.

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

There was no public participation or written correspondence at this time.

#### **3. Approval of the Library Commission Minutes –January 20, 2022**

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

*Stephanie Cuzzocreo made a motion to approve the revised January 20, 2022 Library Commission meeting minutes, seconded by Sharon Greco. All were in favor and the motion PASSED.*

#### 4. Director's Monthly Report

##### A. Administration

Kathy gave the 2022-2023 proposed Library budget to the Board of Finance with a 1.53% increase from last year's budget. She is expecting that it will be approved.

##### B. Finances

The current 2020-2021 budget is 53.7% expended with an overall surplus of \$32,890.08 that is attributed to payroll and operations. Kathy will be applying for a \$1k grant from LIONS by the deadline of January 31<sup>st</sup> and a second grant from the Rotary Club by the end of March. Revenue to date is \$8,790.77 with fines contributing \$1,880.63 and printing \$447. She noted that about ½ of the state is fine free on books.

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

Kathy has received approval to fill two part-time union clerk positions each for 18 hours per week as well as one part-time union position.

##### D. Policies and Procedures

Kathy noted that the Policy Committee has reviewed two policies that will be discussed later during the meeting.

##### E. Technology

Based on more relaxed CDC guidelines, Kathy will be opening more computers in the library. She noted that the staff will continue put safety first.

##### F. Community Outreach

Kathy reported that with the warmer weather coming she is hoping to hold more outdoor programs as well as continue with indoor and "take home" programs. She is hopeful that Storytime can start up again with "take home" crafts. Movie time might begin again with more showings to allow for less attendance at each showing. Lastly, Kathy indicated that she will explore avenues for the library to fully participate in the 200 year bicentennial.

##### G. Property Management

Kathy reported that the front door is not yet repaired but it does not stick as often in milder weather. She added that the lights are being replaced. Kathy is actively getting quotes on new furniture which she would like to match with the current aesthetics in the library.

## 5. Statistical Report

Kathy reviewed the Statistical Report in its entirety with the Commission members. Overall, most of the numbers are improving. The patron counter was lower this month due to the colder weather and the fact that the library was closed for a few days due to the snowstorm. Circulation and adult and children's reference questions have increased.

## 6. Gift Fund Report

Kathy received a new Gift Fund Report generated from Munis and reviewed it in detail by each individual line item.

## 7. Standing Committees

### A. Policies

Diana advised that they have two policies that need to be approved: Material Selection Policy and Gifts and Donation Policy.

#### Material Selection Policy

***Kati Baltimore made a motion to approve the Material Selection Policy, seconded by Sharon Greco. All were in favor and the motion PASSED.***

#### Gifts and Donation Policy

Diana explained that the donation amount for a wall plaque has been changed from \$500 to \$1k.

***Sharon Greco made a motion to approve the Gifts and Donation Policy, seconded by Maureen White. All were in favor and the motion PASSED.***

### B. Finances

In Ned's absence, Libby commended Kathy for an excellent presentation of the 2022-2023 library budget at the Board of Finance Workshop.

### C. Personnel

There was no additional information to discuss at this time.

### D. The Friends

Maureen reported that there will be a basement book sale on March 26th, from 10:00 a.m. to 3:00 p.m. for residents. A Dealer's sale will be held from 10:00 a.m. to 2:00 p.m. on April second. They continue to follow the guidelines from the Fire Marshall with a limit of 38 people in the library basement at any given time.

Maureen mentioned the Zoom program “Virtual Tour of Iceland” scheduled for February 24<sup>th</sup>. The Friends are planning a series of programs for the bicentennial celebration. Kathy and the Commission members expressed their appreciation for The Friends for all they do for the library.

**8. Old Business**

A. COVID Update

Kathy reported that wearing face masks continues to be a mandate within the library.

**New Business**

There was nothing to report at this time.

**9. Good and Welfare**

Kati expressed her thanks for all of the cards and donations on behalf of her late husband.

**10. Adjournment**

*Sharon Greco moved to adjourn the meeting at 8:25 p.m., seconded by Maureen White. All were in favor and the motion PASSED.*

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Respectfully submitted,

Deborah Satonick

Recording Secretary