



GRANT & HUNT
TOWN OF ORANGE
RECORDS DEPARTMENT
2022 APR 20 AM 11:46

Case Memorial Library Commission Meeting

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

Approved

Attendance

Commissioners Present: Chair Elizabeth Meyer, Secretary Maureen White, Katalin Baltimore, Diana Duarte, Edward Martin, Stephanie Cuzzocreo, and Nancy Becque

Commissioners Absent: Sharon Greco

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

1. Call to Order

Chair Elizabeth Meyer called the meeting to order at 7:01 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 –March , 2022

The Commission members reviewed the minutes and Maureen White made one correction.

Diana Duarte made a motion to approve the revised February 17, 2022 Library Commission meeting minutes, seconded by Maureen White. All were in favor and the motion PASSED.

4. Director’s Monthly Report

A. Administration

Kathy reported that they received \$500 in grant funds from LIONS of Orange to be used for large print and audio books for the visually impaired.

B. Finances

The current balance in the budget is \$44,974, which is largely due to staff vacancies. The operating budget has a surplus of \$10,491 but will be closer to target once the quarterly bills have come in and been paid.

C. Personnel, Policies, and Procedures Management

Kathy has interviewed for the three current vacancies and one candidate was accepted. Two positions will be reposted a second time in order to find qualified candidates that fit the positions.

The Policy Committee will discuss Art in the Library Funds Policy and Public Relation Policy later in the meeting.

The mask mandate has been lifted and it will become optional for staff to wear masks. They will continue to wash and sanitize everything indefinitely as this is good practice.

D. Technology

Based on more relaxed CDC guidelines, more computers have been opened for patrons to use. LION has allocated one new computer for the library and they have selected a laptop without a monitor. The library has older laptops that can be made available to patrons if needed.

E. Community Outreach

Kathy discussed the Memory Box for the elderly and the “Take and Make” projects. There was a discussion regarding ideas and activities for the bicentennial. Pictures and photographs of the Town will be on display in the Meeting Room. Diana thought a Memory Box might also be a good idea for the bicentennial.

Homebound delivery will begin next month to accommodate patrons who cannot come to the library. A few Amity high school seniors will also be available to volunteer over the summer.

F. Property Management

Kathy reported that four HVAC units will be replaced and have been ordered. Shelving in the Children’s Room will be removed for access to these ceiling units. In addition, the outdoor lights have been replaced and the parking lot is well lit.

5. Statistical Report

Kathy reviewed the Statistical Report in its entirety with the Commission members. While Ancestry.com has come down, circulation, patron count, adult reference questions, consumer reports, and visits to the website page have all increased. Storytime for children has not done well during COVID and Kathy is considering in -person Storytime for young children.

6. Gift Fund Report

From this Munis Gift Fund Report Kathy prepared a user-friendly report that would be easier for Commission members to understand. She discussed each of the accounts, noting that each individual account has an interest bearing savings account as well as checking account portion. In total, the Gift Funds have a collective amount of \$85,819.10. The Town Treasurer, Art Williams, manages these accounts and deposits money into the appropriate accounts. Kathy will rename the accounts for their next meeting to make the report simpler to read. The Commission members were very appreciative of this new, user-friendly report.

7. Standing Committees

A. Policies

Diana advised that they have two policies that need to be approved: Art in the Library Fund Policy and Public Relations Policy.

Art in the Library Fund Policy

Diana noted that the entry fee to display pictures increased from \$10 to \$25. The commission generated from any sales was also changed from 10% to 15%. Proceeds must be used to fund art related programs and media.

Nancy Becque made a motion to approve the Art in the Library Fund Policy, seconded by Katalin Baltimore. All were in favor and the motion PASSED.

Public Relations Policy

Diana explained that this policy is intended to designate the Library Director as the final spokesperson on behalf of the library.

Maureen White made a motion to approve the Public Relations Policy, seconded by Nancy Becque. All were in favor and the motion PASSED.

B. Finances

Ned had nothing additional to report at this time.

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. Hardcover books will be selling for \$3. Maureen discussed some of their upcoming programs, including those scheduled for the

bicentennial. Most of these programs will be held outdoors and one particular program will include sign language that will most likely draw a wider audience.

8. Old Business

A. COVID Update

Kathy gave an update previously in the meeting.

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

Nancy Becque moved to adjourn the meeting at 8:15 p.m., seconded by Maureen White. All were in favor and the motion PASSED.

Respectfully Submitted,

Deborah Satonick,
Recording Secretary