



## Case Memorial Library Commission Meeting

June 16, 2022 7:00 p.m.  
(Zoom Meeting)

*(Unapproved Minutes)*

2022 JUN 21 AM 9:29  
ORANGE, CT  
TOWN OFFICE

### Attendance

Commissioners Present: Chair Elizabeth Meyer, Secretary Maureen White, Katalin Baltimore, Sharon Greco, Edward Martin, and Nancy Becque

Commissioners Absent: Diana Duarte and Stephanie Cuzzocreo

Staff: Kathy Giotsas, Library Director

### 1. Call to Order

Chair Elizabeth Meyer called the meeting to order at 7:11 p.m. The Commission members gave their consent to be videotaped at the meeting.

### 2. Public Participation /Correspondence

There was no public participation or correspondence at this time.

### 3. Approval of Minutes

*Ms. Baltimore made a motion to approve the May 19, 2022 Library Commission minutes, seconded by Nancy Becque. All were in favor and the motion PASSED.*

*Ms. White made a motion to move New Business to Item # 4 on the Agenda, seconded by Ned Martin. All were in favor and the motion PASSED.*

### 4. New Business

Kathy would like to purge records of patrons whose cards have been expired for more than three years, including fees if applicable. This is the recommendation and directive of

LION, as the more records in the system the more that LION is charged. To date, there are over 4,000 patrons who have expired cards, and ½ have a zero balance, making them easy to remove from the system. While the Library needs to have an official policy in place, action needs to be taken immediately, as this directive is coming from LION. After much discussion, it was agreed to purge expired cards going back three years.

## **5. Director's Monthly Report**

### **A. Administration**

Kathy reported that the library has \$9,056 in Connecticard Grant funds and she would like to spend some of this money by the end of the calendar year, possibly to assist The Friends in the purchase of new chairs for the Meeting Room.

### **B. Finances**

As of June 1, 2022, the library has spent approximately 85% of the budget for 2021-2022. The surplus of \$43,014.79 is in payroll and operations. Total revenue for the library year is \$17,224.28.

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

Kathy reported that they have one summer library volunteer in the Children's Department and had an Amity High School intern helping for the three weeks of May. Kathy has been interviewing for one new non-union clerk and one union clerk. She is optimistic that the two positions will be filled the beginning of July. The Head of the Children's Department has given her two week notice and they have started advertising for the position. As the salary is competitive, they hope to get qualified candidates with experience. However, to date, they have not found a suitable candidate for the position.

### **D. Policies**

Kathy mentioned an incident at the library where one patron made another uncomfortable. He also has made remarks to the staff about the way they dress. He was asked to leave the library and he complied. A second incident will result in him being banned from the library. Another patron questioned the teen book selection and Jonathan discussed our policy with him. Kathy would like to establish two additional policies: Active Shooter Procedures and Bomb Threat Procedures. She will consult with the Orange Policed Department on this matter.

### **E. Technology**

Kathy is currently working with IT to get live streaming on our website. She is also looking into creating a multimedia meeting room to use for other types of programs streamed.

## F. Community Outreach

Kathy reported that the library will be live streaming the hatching of chicks in the Children's Department. Viewers can watch this on the library website and on their Facebook page. The library will be advertising about live streaming from OGAT and information on this new service will be posted on various websites. The kickoff for the Summer Reading Program for children will be on June 18<sup>th</sup> at the library. The Summer Reading Program for teens and adults is scheduled for June 25<sup>th</sup>.

## G. Property Management

Kathy reported that the HVAC work is completed and most of the ceiling tiles have been replaced. The book shelves still need to be moved back. Kathy has contacted the town about a broken soap dispenser on the first floor and the alarm company has fixed an error code in the alarm system. Landscaping has been done and they are waiting on the bill.

## 6. **Statistical Report**

Kathy reviewed the Statistical Report with the Commission members. The Study Rooms have been opened and are used frequently. Circulation is almost back to pre-COVID numbers and reference questions are up. All of the computers in the Children's Department are opened and being used. Kathy noted that 3,966 books have been added and 4,403 books have been removed.

## **Gift Fund Report**

Kathy will review the Gift Funds with Mr. Williams, the Town Treasurer, as some of the numbers do not match on the Munis Balance Sheet.

## 7. Standing Committees

### Policy Committee

The Policy Committee has not met but their next meeting will be in August.

### A. Finance Committee

Kathy would like to purchase a drop down electric screen and sound system for the Meeting Room as well as a multi-media closet. The funds could come from the Connecticut card account. The library also received a gift of \$6k that could be used for the purchase.

### B. The Friends

Maureen reviewed numerous upcoming programs with the Commission members as well as their scheduled book sales. Kathy questioned if a motion should be made to change the name of Art in the Library Program to honor Audrey Galor.

***Mr. Martin made a motion to rename the Art in the Library Program to honor Audrey Galor. Ms. Becque seconded the motion and all were in favor. The motion PASSED.***

**8. Good and Welfare**

Ned was given well wishes for his upcoming surgery in July. The next Library Commission meeting will be in August.

**9. Adjournment**

***Mr. Martin made a motion to adjourn the meeting at 8:27 p.m., seconded by Ms. Becque. All were in favor and the motion PASSED.***

Respectfully Submitted,

Sharon Greco & Deborah Satonick