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**Case Memorial Library Commission Meeting**

September 15, 2022 7:00 p.m.  
(Zoom Meeting)

**Approved Minutes**

**Attendance**

Commissioners Present: Acting Chairman Edward Martin, Diana Duarte, Maureen White, Nancy Becque, Sharon Greco, and Stephanie Cuzzocreo

Commissioners Absent: Chair Elizabeth Meyer and Katalin Baltimore

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

**1. Call to Order**

Acting Chairman Edward Martin called the meeting to order at 7:00 p.m.

**2. Public Participation /Correspondence**

There was no public participation or correspondence at this time.

**3. Approval of Minutes**

*Nancy Becque made a motion to approve the August 18, 2022 Library Commission minutes, seconded by Diana Duarte. All were in favor and the motion PASSED.*

**4. Director's Monthly Report**

A. Administration

Kathy reported that there are two new sofas and six arm chairs in the library. In addition, all of the seating in the library is back. The State Library Report has been submitted and the Town Report will get submitted by the 18<sup>th</sup> of this month.

## B. Finances

As of August 31, 2022, the library has spent approximately 16.2% of the budget for 2022-2023. Surplus is \$3,154.80, with a deficit of -\$448.34 due to increases in salaries not yet processed by the closing of the month. Operations has a surplus of \$3,603.14 and revenue for the month of August is \$2,197.45. Art in the Library generated \$270 due to sales of paintings. Money for printing and fines was \$601 and returned to the Town. The Friends generously donated \$1,694.43 for high demand books.

## C. Personnel, Policies, and Procedures Management

Angela Badore has been hired as Head of Children's Department and she looks to reinvigorate this department with new and fresh ideas. A new Page, Camryn Flanery, will also be added to the staff as well. Angela's previous position will be posted on the town website and library job websites.

## D. Policies

The Policy Committee did not meet over the summer but plans on meeting in the month of October.

## E. Technology

The library is now offering Kanopy (streaming movies) for the month of October. The staff is currently testing the service to see how it works. Kathy offered the password to the Commission members for them to trial this new service.

## F. Community Outreach

Kathy reported that both Rebecca and Angela will be present at the Orange Country Fair and will give away "take and make" projects. A banner with the library logo will be displayed. Program attendance has been lower than last year as many residents still have concerns regarding COVID. Kathy has considered the purchase of an outdoor movie screen for seniors.

## G. Property Management

The landscaper returned to clean up the staff entrance way and it looks nice. Kathy would like to explore other options for next year to make the grounds look even more attractive.

## **5. Statistical Report**

Kathy reviewed the Statistical Report with the Commission members, noting that circulation, the patron counter, audio books, and magazines have increased. Study rooms are being used regularly. About 375 books were purchased this past month with an equal number of books being deleted.

## **6. Gift Fund Report**

Kathy reviewed the Gift Fund Report with the Commission members and there were no questions at this time.

## 7. Old Business

There was no additional old business for discussion.

## 8. New Business

There was no new business at this time.

## 9. Standing Committees

### A. Policy Committee

The Policy Committee will meet on October 5<sup>th</sup> to discuss future policies. Patrons have complied with the current policies in place.

### B. Finance Committee

Ned had nothing additional to add at this time.

### C. Personnel Committee

There was nothing additional to report at this time.

### D. The Friends

Maureen reported that free books will be given out at the Orange Country Fair along with bookmarks. There will be a book sale on November 5<sup>th</sup> from 10:00 a.m. to 2:00 p.m. Maureen proceeded to list some of their upcoming programs, noting that there will be a Members' Only Book Sale on October 16<sup>th</sup> and refreshments will be served.

## 10. Adjournment

*Ms. White made a motion to adjourn the meeting at 7:43 p.m., seconded by Ms. Becque. All were in favor and the motion PASSED.*

Respectfully Submitted,  
Deborah Satonick  
Recording Secretary