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*Patrick S. O'Sullivan*  
TOWN CLERK

## Case Memorial Library Commission Meeting

September 16, 2021 7:00 p.m.  
(Hybrid Meeting)

Approved

### Attendance

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

**Commissioners Absent:** Katalin Baltimore

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

### 1. Call to Order

- Chair Elizabeth Meyer called the meeting to order at 7:03 p.m.

### 2. Public Participation /Correspondence

- There was no public participation or written correspondence. A note card will be sent from the Commission members to Katalin Baltimore.

### 3. Approval of the Library Commission Minutes –August 19, 2021

*Diana Duarte made a motion to approve the August 19, 2021 Library Commission meeting minutes, seconded by Nancy Becque. All were in favor and the motion **PASSED.***

### 4. Director's Monthly Report

#### A. Administration

- Kathy reported that she is getting quotes for furniture for the library and intends on using a grant fund of \$16,759 that was received from the State.

#### B. Finances

- There continues to be a surplus in finances due to payroll and operations. The surplus in

operations will be used by the end of this fiscal year. The overage in payroll is due to the printing of the report on 9/9/21, which includes a pay period from September. Overdue book fines have been reinstated as of July, which will increase library revenue.

C. Personnel, Policies, and Procedures Management

- The library is close to full staffing. Samantha has returned from her maternity leave and one part-time staff has decreased her hours due to her full-time job.

D. Policies and Procedures

- In person programming is temporarily on hold for this year based on hesitancy with school reopening and COVID numbers at 3% in the State. The Friends of the Library have begun hybrid meetings and have been following the Fire Marshall's occupancy requirements for the indoor basement book sales. Out-of-state vendors will not be allowed to participate in these book sales due to COVID.

E. Technology

- The New York Times online has been terminated due to the \$2,360.80 high cost. Kathy is considering Kanopy, which is a streaming service that provides 4-6 movies a month. She will consider adding it to the budget for next year.

F. Community Outreach

- The library will be at the Orange Country Fair this weekend. Rebecca and Kathy will cover on Saturday and The Friends will handle Sunday. Several "Make and Take" giveaways will be provided to visitors, while supplies last.

G. Property Management

- The library has been power washed clean and the painting of the trim has been completed. However, the outside lights have yet to be replaced and it is dangerous walking outside at night as someone could trip or fall. The broken windows are also not yet replaced. The Town has been busy clearing fallen trees in the back woods of the library.

## 5. Statistical Report

- Kathy would like to provide a four-year Statistical Report comparison for the Commission members. She would also like to add the prior years in Adult Reference for comparison. Overall, Internet usage, circulation, and computer usage is slowly increasing.

## 6. Gift Fund Report

- While the funds are safe, Kathy has been unable to obtain a Gift Fund Report that can be easily read and understood for the Commission members. She continues to work on this.

## 7. Standing Committees

### A. Policies – Bulletin Board Policy & Display Area Policy

- The Commission members reviewed the policy included in the Commissioners' packets and were satisfied with the wording. A motion of approval was suggested.

*Ms. Duarte made a motion to approve the Bulletin Board Policy and Display Area Policy as presented. Ms. White seconded the motion and all were in favor. The motion PASSED.*

### B. Finance

- Ned advised that in the past he assisted the Director in the preparation of the budget. Kathy welcomed Ned's assistance going forward but added that the budget will only have minor increases for next year. Kathy also mentioned that she was considering a usage charge for the two Study Rooms and the Commission members suggested a \$5 usage charge. This fixed fee would not apply to volunteers using the rooms, but only to paid tutors.

### C. The Friends

- Maureen advised that The Friends are considering the purchases of more comfortable chairs for the Meeting Room. She proceeded to highlight some of their upcoming programs, which included "Silver Fox" on September 26<sup>th</sup> and Yale Citations on October 9<sup>th</sup> with a rain date of October 10<sup>th</sup>. Their book sale is scheduled for Saturday, October 23<sup>rd</sup>, from 10:00 a.m. to 3:00 p.m. in the library basement. Masks are required. The Friends will also be at the Orange Country Fair on Sunday to give out books.

### D. Personnel

- There was no additional information at this time.

## 8. **Old Business**

- Kathy gave the latest update on COVID and how it will impact in person programs for this balance of the year.

## 9. Adjournment

*Maureen White moved to adjourn the meeting at 8:30 p.m., seconded by Sharon Greco. All were in favor and the motion PASSED.*

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Deborah Satonick, Recording Secretary