



**Case Memorial Library Commission Meeting**

November 17, 2022 7:00 p.m.

(Zoom Meeting)

*(Unapproved Minutes)*

**Attendance**

Commissioners Present: Chair Elizabeth Meyer, Edward Martin, Diana Duarte, Maureen White, Nancy Becque, Stephanie Cuzzocreo, Katalin Baltimore, Alexandra Onuf.

Commissioners Absent: Sharon Greco

Staff: Kathy Giotsas, Library Director

Staff Absent: Recording Secretary, Deborah Satonick

**1. Call to Order**

Chair Elizabeth Meyer called the meeting to order at 7:01 p.m.

**2. Public Participation /Correspondence**

There was no public participation.

Correspondence was discussed later under Policies.

**3. Approval of Minutes**

*Diana Duarte made a motion to approve the Sept. 15 Library Commission Minutes, (there was not a quorum for the October meeting) seconded by Nancy Becque. All were in favor and the motion passed.*

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

*Maureen White made a motion to approve the amended September 15, 2022 Library Commission minutes, seconded by Nancy Becque. All were in favor and the motion PASSED.*

**4. Director's Monthly Report**

ORANGE, CONN  
TOWN CLERK'S OFFICE  
RECEIVED FOR RECORDS  
2022 NOV 30 AM 10:08  
*M. Greco*

#### **A. Finances**

Kathy reported a decrease in funds for repair of the HVAC system. Some work has been done on it. The remainder of the budget request remains the same. Kathy plans to apply for a grant to replace the carpets where needed, paint the interior, and replace the light switches with touchless ones. The windows and doors have been replaced or repaired where needed. Kathy would also like to set up a STEM lab using a grant.

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

Two new part time employees have been hired: Paula Carlson and Erica Jackson. Angela Brown has been moved up to a full-time position and has many new ideas and is fitting in well with her new responsibilities. Unfortunately, Kathy had to release Nick. In spite of the suggestions and encouragement of staff, the position didn't seem to be suitable for him. His position will be posted, as well as one union position.

#### **C. Policies - Lost and Found**

The Commission read and discussed the policy presented by the committee. It was decided that a sign should be placed at the desk area for patrons to make them aware of the procedures to be followed.

**Kati made a motion to approve the policy, seconded by Nancy. The new policy was unanimously accepted.**

#### **D. Program Policy**

The Program Policy was read by the board of directors.

**Stephanie made a motion to accept the policy as presented. The motion was seconded by Maureen. The Program policy was unanimously accepted as presented.**

#### **E. Technology**

Kathy announced that the staff is still working on the best way to adopt Kanopy for the Case Memorial Library. The staff is also working very hard to set up a Makerspace to include the STEM lab, the 3-D printer and the cricket apparatus.

#### **F. Community Outreach**

Kathy reported that she has secured Al decant (the Singing Principal) as children's entertainment for Dec. 4, the day of the Christmas Tree Lighting. Rebecca has been going into the schools for Career Day. Rebecca will be starting a Banned Books Club for young adults and teens. The leader will be a member of the Amity High School staff. The first book that has been chosen is called The Absolute True Story.

#### **G. Property Management**

Kathy noted that the library main entrance door is still not working properly which is particularly troublesome now that the cold weather has arrived. The sink is also still broken and awaiting a part so that it can be repaired. On a happy note, Kathy reported that all the lights in the parking lot are now in working order.

### **5. Statistical Report**

Kathy reviewed the Statistical Report with the Commission members. She noted that the staff is continuing to delete books from the collection and that 3,004, mostly children's books have been weeded recently.

## **6. Gift Fund Report**

Kathy reviewed the Gift Fund with the Commission and a question was asked concerning the appropriate uses of the Gift Fund. Kathy clarified that it can be spent for replacing lost books, and in the future she would like to use it for possibly replacing the chairs in the meeting room.

## **7. Old Business**

There was no old business to discuss.

## **8. New Business**

### **A. New Commission Member**

Commission Chair Libby Meyer welcomed a new member to the Commission, Alexandra Onuf. Alexandra is an Adjunct Professor of Renaissance Art at the University of Hartford. She is also Chair of the University's Library Art History Dept. She has lived in Orange for 7 years and is looking forward to serving on the Library Commission. She was welcomed by all.

### **B. Correspondence**

The Commission received a letter from Trish O'Leary Treat asking the library to change the Meeting Room Policy for ILR (Institute for Learning in Retirement). A request had been made in the past by this same group and the Commission denied the request. It was again discussed in detail. Libby will draft a letter to ILR for us to use for further discussion at our January meeting.

## **9. Standing Committees**

### **A. Policy Committee**

The Policy Committee will present Libby's letter to ILR at the January meeting for further discussion and a vote.

### **B. Finance Committee**

Ned had nothing new to report.

### **C. Personnel Committee**

There was no report.

### **D. The Friends**

Maureen reported that the Nov 5<sup>th</sup> book sale netted \$3,231.00. The Board voted to renew 6 museum passes which were discontinued during the pandemic. The Board also agreed to give the library \$500 to increase the Book Box for adults program from 30 to 36 attendees.

As a reminder, the Friends have several programs on the agenda

1. Ramblin' Dan Blues on Sat Nov 17 at 2:00 pm
2. "Uptown Girls to Downton Abbey" on Jan 30<sup>th</sup> at 7:00pm on ZOOM
3. Lizzy Borden on Feb23rd at 7:00 on ZOOM.

From the Prown Fund which is administered by the Friends, we will pay for Al DeCant's Holiday program, a children's vacation program presented by the Conservation Center and a children's dino program for a total of \$1,163.

10. **Adjournment**

**Nancy made a motion to adjourn. It was seconded by Diana. All were in favor and the meeting adjourned at 8:43 pm**