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Michael S. Sullivan
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Case Memorial Library Commission Meeting

January 21, 2021 7:00 p.m.
(Zoom Meeting)

Approved

Attendance

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

Commissioners Absent: Chair Katalin Baltimore

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

1. Call to Order

- Vice Chair, Elizabeth Meyer called the Zoom meeting to order at 7:07 p.m.

2. Public Participation

- There was no public participation.

3. Approval of the Library Commission Minutes –November 19, 2020

- The Commission members reviewed the minutes and made revisions as necessary.

*Elizabeth Meyer moved to accept the amended November 19, 2020 Library Commission meeting minutes, seconded by Nancy Becque. All were in favor and the motion **PASSED**.*

4. Old Business

- Kathy reported that the Fire Marshal inspected the library basement and found a number of storage issues that need to be addressed both by the Friends and by Town Maintenance. Kathy did not feel that there were any major difficulties that could not be easily corrected to comply to the Fire Marshal's inspection. The Friends were made aware of this inspection and will make the necessary adjustments just as soon as they are able to again be allowed to work in the basement. Kathy briefly highlighted some of the violations that will need to be rectified.

5. New Business

- Virginia Wallace, a former Library Commission member, has passed away. The library has been receiving donations in her memory for the purchase of children's material. To date, the library has received \$1500 and a letter of appreciation has been sent to her family.

6. Director's Report

A. Finances

- The library has spent approximately 35% of the 2020-2021 budget, with a surplus of \$42,818.56. The surplus in payroll is due to a decrease in staffing levels plus four vacancies. Once quarterly bills have been paid, the budget should be closer to the target spending. The library has generated \$360.73 in income due to copying and faxing and received an additional \$290.25 in lost and paid fines.
- The library submitted the 2021-2022 budget to the Board of Finance with relatively few changes in the line items. Salaries increased due to union changes but due to the financial restraints of the town, there were very few additional changes.
- The Capital Budget for next year includes the repair of the HVAC system along with new furniture. The current furniture is dirty and is being stored in the basement. Kathy will be attending a Zoom Budget Workshop on Friday, February 5th, and will send out the Zoom link to the Commission members if they wish to attend.

B. Personnel

- Kathy mentioned that Dan Sternbach passed away and donations are being accepted to a cat shelter he was fond of. Rebecca came back on January 4th and she has begun doing some virtual programs. While the library would like to open an additional two hours in February, they need additional staffing of at least two more people.
- Staff members are beginning to receive their COVID vaccinations and almost all staff will have had their first shot before the first of February.

C. Policies and Procedures

- Staff members continue to follow sanitizing procedures and proper protocols regarding the pandemic.

D. Technology

- The town has implemented a new online payroll system called Munis and it is working well. Other features of Munis will be added over time.

E. Community Outreach

- Rebecca has begun some “take and make” programs and Jonathan’s Author Talk has been very successful over the last three months. The author picks have been interesting choices that have caught the attention of patrons.

F. Property Management

- There was an issue with the sprinkler system that needed to be rectified. The issues in the library basement will all be corrected. They include signs hanging from a pipe, cinder block holding a door open, doors that are heavy and sticking, and stored materials by maintenance left in the hallway.

G. Statistics

- Stephanie inquired why “passive” programs are not being counted in the statistics. Kathy explained the distinction and reviewed the entire Statistical Report. Circulation is good and statistics are slowly on the rise. The Town website needs to be corrected to reflect that the library is open to the public. Kathy will contact Paul Mongillo to correct this website issue.

H. Gift Fund

- Kathy hopes to have a Gift Fund Report soon.

I. The Friends

- Maureen advised that there will be a Zoom program on February sixteenth, the Golden Age of the 1950’s. In March, the Friends will sponsor Jim Clark on the saxophone in a program called Musical Journey Across America. In April there will be a cooking class program. The Friends hope to have two outdoor programs in May and June.

J. Case Memorial Room Use Policy

- Diana reported that the committee met twice in December to review the Case Memorial Room Use Policy. The Commission members made two additional revisions to the revised policy.

*Maureen White made a motion to approve the revised Case Memorial Room Use Policy, seconded by Ned Martin. All were in favor and the motion **PASSED**.*

6. Adjournment

*Diana Duarte moved to adjourn the meeting at 8:16 p.m., seconded by Stephanie Cuzzocreo. All were in favor and the motion **PASSED**.*

Respectfully Submitted,
Deborah Satonick, Recording Secretary