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Case Memorial Library Commission Meeting

September 17, 2020 7:00 p.m.
(Zoom Meeting)

(Unapproved)

Attendance

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

Commissioners Absent: Ursula Hindel and Sharon Greco

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

1. Call to Order

- Chair Katalin Baltimore called the Zoom meeting to order at 7:06 p.m.

2. Approval of the Library Commission Minutes –August 20, 2020

Elizabeth Meyer moved to approve the August 20, 2020 Library Commission meeting minutes, seconded by Maureen White. All were in favor and the motion PASSED.

3. Old Business

- Maureen informed the Library Commission members that the big screen used for outdoor movies was obtained by the Events Committee, which is no longer in session.
- Kati spoke on the two letters from the attorney and the Library Commission members agreed that nothing else should be done at this time regarding this personnel legal matter. Kathy noted that the overall atmosphere at the library is improving among staffers.
- Kathy reported that curbside pickup is going smoothly and increasing in number. There have been no complaints and patrons are very appreciative.

4. New Business

- Kathy stated that the library is ready to have a “soft” opening to the public with limited hours of operation from 10:00 a.m. to 12 noon, and 6:00 p.m. to 8:00 p.m. on late nights. She will monitor the entrance to confirm that all patrons entering the library are wearing facemasks and using hand sanitizer. Directional floor markers, wipes, and disinfectants are ready for the opening. There will be signage about the opening on the website and in front of the library, and callers will be informed about the limited hours. No more than 15-25 patrons will be allowed inside at one time, with one hour browsing. Kathy is currently looking for a cleaning person to disinfect the library in the middle of the day.
- Kathy noted that interlibrary loans are in full operation, but the books are put in quarantine before recirculating due to COVID. The library receives approximately \$4k in state funding by operating interlibrary loaning.
- The pool at the High Plains Community Center has been open, but the locker rooms remain closed. There are limited programs, such as outside exercising for seniors, yoga classes, and art classes. Kathy mentioned that she will be working with Phyllis from The Friends to attempt to have an outside comedy/concert program on a Sunday in October in the back parking lot, preferably after The Friends book sale. She would also consider a movie night in November provided the COVID numbers continue to remain low.

5. **Director’s Report**

A. Finances

- Kathy will give a copy of the state report to the Library Commission members upon completion. There is a surplus of \$23,777.29 due to program cancellations and the closing of the library due to COVID. There are also currently four staff vacancies. Kathy met with First Selectman Zeoli and it was a productive meeting.

B. Personnel

- Kathy hopes to begin interviewing for the full time assistant librarian position the end of this month and hopes to fill the substitute library position in addition to the two part time circulation positions by the end of October. Rebecca is expected back to work mid-October to November.

C. Technology

- The Library is offering The New York Times online and it is being well received. There are currently 48 people using this service. There is a four-year subscription fee associated with this service. Due to COVID, there are no study rooms, tutoring, or water fountains, but the bathrooms will be open. Kathy would consider a Donation Button on their website for patrons who wish to help the library. She has received two checks, in the amounts of \$50 and \$20, to purchase bags for curbside pickup. Once revenue has been

established with copying and printing, she will discuss with Mr. Zeoli about eliminating fines on overdue books. Staff will use gloves when handling money for these services.

- Story time is well attended and Kathy will consider other zoom programs in the future. The recent power outage caused issues with the fire alarms and lights, but this has been resolved. Kati requested that the elastic be cut off of the paper masks prior to them being disposed, as the elastic can be detrimental to wildlife.
- The Governor sent out a survey on the cost of COVID-related items for the library and will consider additional funding for this purpose.

D. The Friends

- Maureen gave an update on the recent book sale and indicated that The Friends would like to host two more outside book sales before the weather gets too cold. The next book sale will be held on Sunday, September 27th, from 10:00 a.m. to 12 noon. The rain date is October fourth. The last book sale of the year is tentatively scheduled for October 11th. Kathy will be accepting book donations.

6. Adjournment

- Kathy advised that she would consider a zoom or hybrid meeting for next month, depending on the comfort level of the Library Commission members.

Maureen White moved to adjourn the meeting at 8:05 p.m., seconded by Stephanie Cuzzocreo. All were in favor and the motion PASSED.

Respectfully Submitted,
Deborah Satonick
Recording Secretary