



Case Memorial Library Commission Meeting

January 20, 2022 7:00 p.m.
(Zoom Meeting)

(Unapproved)

Attendance

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

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 7:00 p.m. The Commission members gave their consent to be videotaped at the meeting.

2. Public Participation /Correspondence

There was no public participation or written correspondence at this time.

3. Approval of the Library Commission Minutes –November 18, 2021

*Diana Duarte made a motion to approve the November 18, 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 has submitted the 2022-2023 budget to the Town with a 1.53% increase. The line items that were increased were books, library automation, and programs. Kathy reported that she is applying for two grants – the LIONS grant of \$1k to be used for large print and audiobooks, and the Rotary of Orange grant to purchase equipment that can be used by local businesses and entrepreneurs. Diana suggested soliciting the local businesses to find out their technology needs in order to select

services and equipment that they would use. Kathy is also considering the purchase of a laminating machine. She will be meeting with the girl who donated the 3-D printer to discuss a future in-person program and possible future uses for the 3-D printer among the local community.

B. Finances

Kathy advised that there is currently a \$14,190.33 surplus in operations and a \$17,557.52 surplus in salaries. The surplus in salaries is due to vacancies and the surplus in operations is due to annual and quarterly bills that have yet to be received and paid for.

C. Personnel, Policies, and Procedures Management

Ms. Griffin accepted a job closer to home and Kathy will continue to accept applications for this position until January 21, 2022. She hopes to fill this vacancy by the beginning of February. There are also a couple of nonunion, part-time vacancies as well that she hopes to be able to fill. Kathy reported that only two staff members have contracted a mild case of COVID and it was not within the library. To date, no staff member has contracted COVID from working at the library.

D. Policies and Procedures

First Selectman Zeoli notified all Town Departments that any employee, both union and nonunion, who has been fully vaccinated, will be entitled to five sick days with pay should they become ill with COVID. Kathy also noted that patrons are much less resistant to wearing face masks within the library.

E. Technology

Kathy has included Canopy, a streaming service, in the new 2022-2023 budget and is hopeful that it will be approved by the Board of Finance.

F. Community Outreach

Kathy reported to the Commission members on the Orange Holiday Festival and the Tree Lighting on December 5, 2021. While there were some restrictions in place due to COVID, it was very successful.

G. Property Management

Kathy reported that the front doors at the library are sticking and a new sensor will be installed to remedy this issue. Most of the outdoor lighting has been fixed and visibility at night has improved. Lastly, Kathy is contacting vendors for bids on new furniture for the library and this request will go before the Board of Selectman at their next meeting. Sharon noted that there might be significant delays in shipments, depending on the vendor.

5. Statistical Report

Kathy reviewed the Statistical Report in its entirety with the Commission members.

6. Gift Fund Report

Kathy is confident that she will have a Gift Fund Report to share with the Commission members at their next meeting.

7. Standing Committees

A. Policies

Diana advised that they did not have a meeting in January so there is nothing to report at this time. The goal of the Policy Committee is to review three policies per month.

B. Finances

Ned advised that he will attend the Board of Finance Budget Workshop with Kathy on February fourth. He had nothing additional to report at this time.

C. Personnel

There was no additional information to discuss at this time.

D. The Friends

Maureen discussed some of their upcoming programs, one being “Travel to Iceland” scheduled for February 24th at 7:00 pm. An historian is also scheduled for January 27th via Zoom. She is hopeful that there will be another Book Sale in the library basement this March. The separate Book Sale for the book dealers generated over \$2k.

8. Old Business

A. COVID Update

Kathy reported that the COVID infections has spiked over the last month from 2% to 24% infection rate. Most libraries are on hold regarding in-person programs. As the infection rates start to decline, Kathy will consider opening up the Study Rooms and allow small groups in the library. Movie night, which has been a very popular program, might be considered for two nights with limited participation.

9. New Business

There was a brief discussion regarding the Town’s bicentennial celebration. Kathy noted that there is a locked meeting room with historical history about the Town of Orange that she is willing to share for this 200th celebration. She indicated that West Haven might also have additional information as this town was once a part of Orange. Diana noted that oral history is equally as valuable and there should be a depository for this information. A PowerPoint presentation could be made and uploaded to the Library website in honor of the bicentennial.

Kathy noted that after the budget has been approved, she would like to revisit the elimination of fines at the library. She noted that about ½ of all libraries have eliminated fines. This appears to be the trend and she would hope to establish this policy effective July 1, 2022.

*Diana Duarte made a motion to table a vote on the elimination of library fines until after budget approval. Maureen White seconded the motion and all were in favor. The motion **PASSED.***

10. Good and Welfare

It was agreed to contact Kali Baltimore to inquire how she would like to use the \$122 donation on behalf of her late husband.

11. Adjournment

The Recording Secretary will contact the Town Clerk to find out how the video tape of the Library Commission meetings will be stored and report back to the Commission members.

*Stephanie Cuzzocreo moved to adjourn the meeting at 8:15 p.m., seconded by Nancy Becque. All were in favor and the motion **PASSED.***

Respectfully submitted,

Deborah Satonick

Recording Secretary