



**Case Memorial Library Commission Meeting**

August 18, 2022 7:00 p.m.  
(Zoom Meeting)

*(Unapproved Minutes)*

2022 AUG 22 AM 10:16  
Orange, Connecticut  
Library Commission Meeting

**Attendance**

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

Commissioners Absent: Sharon Greco and Stephanie Cuzzocreo

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

**1. Call to Order**

Chair Elizabeth Meyer called the meeting to order at 7:10 p.m.

**2. Public Participation /Correspondence**

There was no public participation or correspondence at this time.

**3. Approval of Minutes**

The Commission members reviewed the minutes and made edits as necessary.

*Maureen White made a motion to approve the amended June 16, 2022 Library Commission minutes, seconded by Nancy Becque. All were in favor and the motion PASSED.*

**4. Director's Monthly Report**

A. Administration

Kathy reported that there was a surplus in payroll for fiscal year 2021-2022 in the amount of \$42,727.41 and also in operating expenses of \$231.14. The large surplus in payroll is due to staff vacancies. The total revenue for fiscal year 21-22 was \$18,052.88, of which \$13,440.74 has been deposited into Gift Funds. Fine collections totaled \$4,612.14 and have been returned to the Town. Lastly, the State Annual Library Report is due November 1, 2022 and Kathy has started early in compiling the form.

## B. Finances

As of July 31, 2022, the library has spent approximately 4.9% of the budget for 2022-2023. To date, revenue is \$638.84. There was a brief discussion about the elimination of fines for books, although fines for lost books and DVD's would remain in place. Kathy mentioned that there is now auto renewal, allowing a patron to keep a book for three consecutive automatic renewals provided it is not being requested by another patron.

## C. Personnel, Policies, and Procedures Management

Kathy reported that they have selected a candidate for the Head of Children's Department and will make the job offer next week. The library is short one Substitute Librarian and a clerk so she will put an ad on the CLC to fill the positions. They are currently looking for a Page as well.

## D. Policies

The Policy Committee did not meet over the summer but the policies newly established were very useful. Unfortunately, some books have been disappearing off of the library shelves by patrons who are unhappy with the book selection. The Book Selection Policy is available for viewing to all patrons and the library will continue to order them through ILL as requested. The censorship of books is not supported by the library.

## E. Technology

The library is now offering the Palace Project, which is an online platform to downloadable materials. This app will incorporate school libraries as well as public libraries. Kanopy, a streaming service, should be available by the beginning of October.

## F. Community Outreach

Kathy reported that the "chick" program and the summer kick-off went well. In addition, the in-person adult programs are also doing well, although the normal turnout at the Oscar films was lower than in the past. She noted that some patrons were concerned that mask mandates were not in place, but they were reassured that the library is following all of the Health Department protocols.

## G. Property Management

Kathy reported that while the HVAC work has been completed, there are still some issues that Environmental Engineering is attempting to resolve. Also, due to a leak, several of the ceiling tiles got wet and collapsed. Maintenance did clean up the community room. Kathy also mentioned that she would like to go out to bid regarding ground maintenance as she would like the landscaping to be more attractive.

## 1. **Statistical Report**

Kathy reviewed the Statistical Report with the Commission members, noting that circulation, e-books, e-magazines, children's reference questions, study room usage, and patron counter have all increased. Internet usage continues to be good.

2. Gift Fund Report

Kathy reviewed the Gift Fund Report with the Commission members.

3. Old Business

Kathy mentioned that a family wishes to donate \$5k to the library and requested a plaque in memory of her mother. The Commission agreed and was appreciative for the donation. Also, fallen metal plates will need to be reattached to some of the plaques.

4. New Business

Libby will be out of the country next month and Ned Martin will be the Acting Chairperson for the September meeting. In addition, the Policy Committee will not meet in the month of September. It was noted that they are prepared for the Orange Country Fair and The Friends will be assisting at the fair on Sunday.

5. Standing Committees

A. Policy Committee

The Policy Committee will have input from the Orange Police Department to help develop a proper protocol for an active shooter in the library.

B. Finance Committee

Ned had nothing additional to add at this time.

C. The Friends

Maureen reported that the Dealer's Book Sale brought in about \$1,500 in revenue and vendors from MA, NY, and CT attended. She also provided dates and times for four upcoming events sponsored by The Friends. Diana inquired if the August 27<sup>th</sup> program was outside and Maureen indicated that it is inside unless weather permits otherwise. She will better clarify this on the website.

6. Adjournment

*Ms. Becque made a motion to adjourn the meeting at 8:57 p.m., seconded by Ms. Meyer. All were in favor and the motion PASSED.*

Respectfully Submitted,  
Deborah Satonick