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Maya J. Stet
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Case Memorial Library Commission Meeting

January 19, 2023 7:00 p.m.

(Zoom Meeting)

(Unapproved Minutes)

Attendance

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

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

Guest: Professor Khanlar Gasimov

1. Call to Order

Chair Elizabeth Meyer called the meeting to order at 7:05 p.m.

2. Public Participation /Correspondence

Chair Meyer introduced Professor Gasimov, who is affiliated with Paier College and the Director of the Gallery in Bridgeport. He explained that they are holding an exhibit beginning on March 23rd and would like to borrow some of Joseph Albers prints that are currently on display at the Orange Case Memorial Library. The exhibit would be for educational purposes and will run for a totality of 4 weeks, but the prints would be retained for a total of 6 weeks. He estimated the value of each print to be between \$3k-\$4k.

A lengthy discussion ensued among the Commission members and concerns and reservations were freely expressed. Professor Gasimov offered to pay for an outside appraiser that the Library Commission could select to determine the correct value of each silk print. He also advised that he would take out all proper insurance for the borrowed art work, transport it safely to the museum, and supply the library with new artwork to display for the 6 week loan. He added that the museum has a 24 hour security in place and there have been no issues in the past.

Ms. Onuf felt that the "Deed of Gift" should clearly outline the nature of the donation of the artwork as well as any restrictions, should they apply. Professor Gasimov noted that the Case Memorial Library would benefit from the recognition as a neighboring cultural institution. Some members did not necessarily feel that recognition of our local library was a positive benefit as we do not have the security in place to safeguard the prints. Ms. Duarte felt that interested students

should take a field trip to visit our library to see the artwork displayed on our walls. After much discussion and deliberation, it was agreed to make a motion as follows:

Ms. Onuf made a motion to pursue Mr. Gasimov's request to borrow some of Joseph Albers prints currently on display at the Case Memorial Library with the following considerations having been met: the Deed of Gift allows the library to loan these prints, a proper appraisal has been met to the satisfaction of the Library Commission, proper insurance and paperwork has been obtained, proper transportation has been approved, and artwork is loaned to the library for the 6 week duration that the prints are out of the library. The Library Director will oversee the tracking of this motion. Sharon Greco seconded the motion and all were in favor. The motion PASSED.

3. Approval of Minutes - November 17, 2022

The Commission members reviewed the minutes and made corrections as needed.

Ms. Cuzzocreo made a motion to approve the amended November 17, 2022 Library Commission minutes, seconded by Ms. Greco. All were in favor and the motion PASSED.

4. Director's Monthly Report

A. Administration

Kathy reported that she submitted the 2023-2024 budget to the Finance Department and is requesting a 5.02% increase. She added that she is preparing to attend the Board of Finance budget workshop in February.

B. Finances

As of December 31st, 2022, the library spent 44.2% of their annual budget. Surpluses continue in salaries as the library remains short-staffed. There is a surplus in operations due to annual and quarterly subscriptions that have yet to be paid. Revenue for the month of December was \$772 with \$172 going back to the Town and \$600 going into the Library Gift Funds.

C. Personnel, Policies, and Procedures Management

Angela Brown has been hired as the new Children's Services Assistant, Erin Jackson as a new Library Clerk, and Nina Bartlomiejczyk is the new Adult Services Assistant.

D. Policies

Kathy distributed the Dress Code Policy to all library staff. A question arose about revisiting the use of staff name tags. Stephanie liked name tags but Kathy stated that some staff were uncomfortable with wearing them. A desk nameplate can be considered as an alternative option. The Policy Committee will also discuss a Lending Policy when they meet again.

E. Technology

The contracts for Kanopy have been signed and everything should be ready to launch by the end of this month.

E. Community Outreach

The Tree Lighting attracted over 500 people to the library. Patrons enjoyed seeing Al DeCant perform as well as the Take & Make projects. Two additional clerks will be needed next year to assist with the crowds in the library.

F. Property Management

There was nothing to report at this time.

5. Statistical Report

Kathy reviewed the Statistical Report with the Commission members and took questions as they arose. While the patron counter is slightly down, reference questions and circulation is up. Internet usage and Meeting Room usage has also increased. Kathy is anticipating having outside programs once the weather gets warmer.

6. Gift Fund Report

Kathy reviewed the Gift Fund Report with the Commission members and there were no questions at this time.

7. Old Business

There was no Old Business at this time.

8. New Business

There was no New Business to discuss at this time.

9. Standing Committees

A. The Friends

Maureen discussed some upcoming programs that are being sponsored by The Friends. Their next book sale is scheduled for March 25th.

10. Adjournment

Ms. Greco made a motion to adjourn the meeting at 8:50 p.m., seconded by Ms. Onuf. All were in favor and the motion PASSED.

Respectfully Submitted,

Deborah Satonick, Recording Secretary