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Patrick B. O'Sullivan
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Case Memorial Library Commission Meeting

Conference Room, Case Memorial Library
February 20, 2020 7:00 p.m.

(Unapproved)

Attendance

Commissioners Present: Chair Katalin Baltimore, Vice Chair Elizabeth Meyer, Nancy Becque, Edward Martin, and Stephanie Cuzzocreo

Commissioners Absent: Secretary Maureen White, Diana Duarte, Sharon Greco, and Ursula Hindel

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

1. Call to Order

- Chair Katalin Baltimore called the meeting to order at 7:10 p.m. Kathy Giotsas gave a brief recap regarding the Library Commission's decision with Mr. Yaworowski over use of the Meeting Room. All organizations, including the Housatonic River Job Network, require a 501C3 form to use the Meeting Room free of charge. No exceptions can be made as this would be unfair to other organizations. Mr. Yaworowski was given a number of different options and is currently seeking other venues for his workshops.

2. Public Participation/Correspondence

- There was no public participation at this time.

3. Approval of the Library Commission Minutes –January 16, 2020

- The Commission members reviewed the minutes and made one revision.

Nancy Becque moved to approve the revised January sixteenth, 2020 Library Commission meeting minutes, seconded by Stephanie Cuzzocreo. All were in favor and the motion PASSED.

4. Old Business

A. Print Management System

- Kathy reported that the Print Management System is up and running and two color printers have been installed. Color printing is now available for 35 cents per page, which is the same cost for using the color copier. Kathy made mention that many libraries are no longer charging late fines, which is something that may be discussed in the future.

5. New Business

- Libby mentioned that Bonny Copolla, Head of the Orange Arts and Culture Council, requested the use of the library rotunda to post signage for upcoming events. While the group is affiliated with the Town, it would be unfair to allow one group to post signs and, at the same time, refuse others. The policy must remain uniform for everyone. Kathy advised that she had previously explained this to Bonny in a previous conversation.

B. Fiscal Year Budget 2020-2021

- Kathy presented the Library's proposed 2020-2021 budget at the Board of Finance Budget Workshop on Friday, February seventh. Libby was present at this meeting and commended Kathy for her excellent presentation.
- Kathy noted that Capital Requests were also presented at the Board of Finance Budget Workshop. The Capital requests include new furniture, carpet, and interior painting after the HVAC system is replaced through a bond within the next two years.

6. Director's Report

A. Finances

- There is currently a surplus of \$27,147.55. However, by the end of February, the library should be very close to the target spending. Revenue has remained fairly consistent over the past seven months.

B. Personnel, Policies, and Procedures Management

- Kathy reported that Angela Badore, the new Children's Services Assistant, and Thomas Bruno, the new Adult Services Assistant, have started at the library. Rebecca is going on maternity leave in June and Kathy will be looking for two more substitute librarians to fill future gaps in the schedule.
- Kathy also reported that all staff received Sexual Harassment training the beginning of February as new laws, that took effect in October of 2019, require the training.

C. Community Outreach

- Kathy stated that the First Selectman has a contact from Yale who might be able to assist the library in funding a STEM Lab. Kathy hopes to obtain sewing machine equipment and to begin using the 3D printer on site as a part of the STEM Lab.
- The golf fundraiser is tentatively planned for the first weekend in April and the proceeds will be used for more comfortable chairs in the Meeting Room. The event will no longer offer an adult evening night with liquor, but rather will be contained to a family afternoon event with face painting, henna staining, and numerous other activities for children. An outside pizza truck is a consideration and the suggested cost to attend is \$5 per person. Kathy is optimistic that this event will prove successful.
- Kathy distributed The Showcase Newsletter highlighting the many programs for both adults and children that are being offered at the Library.

Statistical Report

- The Library Commission members reviewed the Statistical Report, the Adult/Reference Services Report, the Children's Services Report, the Technical Report, and the Circulation Services Report.

Gift Funds

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

7. Adjournment

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

Respectfully Submitted,

Deborah Satonick,
Recording Secretary