



ORANGE TOWN CLERK'S OFFICE  
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## Case Memorial Library Commission Meeting

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

*(Unapproved)*

Attendance

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

Commissioners Absent: Katalin Baltimore, Diana Duarte, and Sharon Greco

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

### 1. Call to Order

Chair Elizabeth Meyer called the meeting to order at 7:01 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 –March 17, 2022

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

***Maureen White made a motion to approve the amended March 17, 2022 Library Commission meeting minutes, seconded by Edward Martin. All were in favor and the motion PASSED.***

### 4. Director's Monthly Report

#### A. Administration

Kathy reported that the proposed 2022-2023 has been approved by the Board of Finance with a \$10,772 increase, which equates to a 1.53% increase from last year. She proceeded to thank The Friends for their generous contribution of \$2k for the Summer Reading Program.

## B. Finances

The current balance surplus is \$37,119.76, which is a combination of payroll and operations. The surplus in salaries is due to the vacancies and the surplus in operations is due to the annual and quarterly bills that have yet to be received and paid. Total revenue for the library year to date is \$14,387.93.

## C. Personnel, Policies, and Procedures Management

The vacancy for the 24.5 union clerk position has not yet been filled, and Kathy possibly might promote from within. Jonathan Tinker-Lamothe has been hired to fill one clerk position.

Kathy indicated that she will discuss with Maureen White and the President Elect of The Friends to develop a policy regarding this library partnership.

All CDC restrictions have been lifted and the Health Department has advised Kathy that they can have up to 100 people in the Meeting Room. They will begin taking reservations for the Meeting Room for June.

## D. Technology

As of July 1, the library will offer Kanopy streaming service to all Orange residents.

Kathy reported that they have replaced two of the 20 year old printers that were malfunctioning for \$250 each. The barcode scanner was also malfunctioning and has been replaced. The new scanner can also read barcodes from smartphones.

## E. Community Outreach

Kathy reported that the library held their first in-person story time and will be looking to start the Oscar films in the next few months. Registration will be required for these programs to have some control over the number of people attending. Registration will also enable contact tracing if there is an outbreak of COVID. The kickoff of the Summer Reading Program will be held at High Plains to accommodate a large audience. Lastly, there will be two art shows for the Town Bicentennial that will consist of Orange town scenes.

Libby suggested that the next Library Commission meeting be held in person. Kathy mentioned that she will be taking a vacation at the end of the week and requested that some Commission members attend the Board of Finance Budget Hearing on April 21<sup>st</sup>. Libby indicated that she would be in attendance.

## F. Property Management

Kathy reported that HVAC work has been completed. The furniture for the two library seating areas has been ordered and should be arriving by the end of April. All outdoor lights have been replaced and the parking lot is fully lit in the evenings.

## 5. Statistical Report

Kathy reviewed the Statistical Report in its entirety with the Commission members. The report included data from the patron counter, adult and children reference questions, Internet usage, website visits, Ancestry, and more. The study rooms are being used on a regular basis. Overall, Kathy reported that the data is indicating that the library functions are slowly returning to pre-COVID days.

## 6. Gift Fund Report

Kathy reported that the total amount of money in the Gift Funds is \$86,532.82. She reviewed each individual gift fund. It was suggested that for next month she include on the report what the funds in each gift fund account has been allocated for.

## 7. Standing Committees

### A. Policies

Kathy discussed the Art Exhibit Policy and suggested that a motion of approval be considered.

*Nancy Becque made a motion to approve the Art Exhibit Policy, seconded by Stephanie Cuzzocreo. All were in favor and the motion PASSED.*

Kathy presented the Volunteer Policy to the Commission members.

*Nancy Becque made a motion to approve the Volunteer Policy, seconded by Maureen White. All were in favor and the motion PASSED.*

### B. Finances

Ned had nothing additional to report at this time.

### C. Personnel

There was no additional information to discuss at this time.

### D. The Friends

Maureen reported that The Friends gave \$2k to the library to support the Summer Reading Program and \$260 for the Book Discussion Group. Their annual meeting is scheduled for June 18<sup>th</sup>, and their next book sale is July 9<sup>th</sup>. They made \$5k at their last book sale.

Maureen discussed some of their upcoming programs, including the Irish Music concert on May 21<sup>st</sup>.

8. Good and Welfare

It was noted that this section of the minutes is for well wishes, cards, and other correspondence of like nature.

9. Adjournment

*Maureen White 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