



ORANGE, CONN
TOWN CLERK'S OFFICE
RECEIVED FOR RECORDS

2020 MAY 22 AM 9: 33

Patrick B. O'Sullivan
TOWN CLERK

Case Memorial Library Commission Meeting

May 21, 2020 7:00 p.m.
(Zoom Meeting)

(Unapproved)

Attendance

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

Commissioners Absent: Ursula Hindel

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

1. Call to Order

- Chair Katalin Baltimore called the meeting to order at 7:15 p.m.

2. Approval of the Library Commission Minutes –February 20, 2020

- The Commission members reviewed the minutes and Maureen made one correction.

Nancy Becque moved to approve the amended April 16, 2020 Library Commission meeting minutes, seconded by Stephanie Cuzzocreo. All were in favor and the motion PASSED.

3. Old Business

- Maureen was noted that there were only four scholarship applications this year and this might be attributed to the COVID-19 virus. Kathy mentioned that due to the virus, the Town will cover the costs for seven hand sanitizer stations, the installation of Plexiglas at the service desks, and the extra cleaning service of two times per week. Unspent dollars for Programs can also be used to cover some of these related expenses.
- The 2020-2021 Library budget is basically a flat line budget with an increase in salaries due to the union contract. Curb side pickup was discussed as a new service to be offered to Orange residents the beginning of June. Book reservations will be made and pickup is

by scheduled appointment. There will be a five book limit and books from other libraries will not be offered through this service. This service will be advertised via Facebook, Orange Patch, Orange CT. Live, the website, and the telephone IVR system. In addition, some staff will begin returning to work next week with reduced hours. There will be no new hires at this time.

- Kathy is looking for vendors to order fabric masks and gloves on an ongoing basis for staff members once the library reopens on June 20th. There will be a patron counter at the front door allowing a reduced number of patrons into the building and the side exit will be used to exit the building. Kathy is uncertain at this time about requiring patrons to wear face masks. Other services were discussed, such as restricted library hours allowing seniors only into the library.
- Kathy noted that Ancestry.com and online programs are doing quite well, but downloadable books did not go up.

4. New Business

- Kathy would like to develop a policy for pandemics and similar crisis situations. The manual would be developed with the collaboration of herself and the staff. Once the library reopens, a limited number of patron computers will be available to allow for safe distancing. Laptops can be signed out and will be cleaned with sanitizer. Covers for the keyboards might also be considered.

5. Director's Report

A. Finances

- Kathy reported that there is currently a surplus of \$21,272.89. Revenue from fines, printing, copying, and room reservations is down by about \$4k.

B. Technology

- Library cards will be renewed without having patrons come inside. Markers & directional signs will be placed on the floor to remind patrons about safe distancing.
- The new accounting system Munis should up and running July first.

C. Community Outreach

- The Golf Fundraiser has been tabled and outside programs with limited participation may be considered in the future. Patrons could sit on blankets with a rain date added into the program event. Participation could be limited to fifty people. Kathy suggested that an outside event be held when the library is closed as to prevent patrons from overflowing the library. It is uncertain if The Friends will be holding their two book sales over the summer.

6. Adjournment

- It was agreed to have the June meeting on Zoom and discuss meeting in person in the month of July.

Maureen White moved to adjourn the meeting at 8:25 p.m., seconded by Sharon Greco. All were in favor and the motion PASSED.

Respectfully Submitted,
Deborah Satonick
Recording Secretary