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Case Memorial Library Commission Meeting

August 19, 2021 7:00 p.m.
(Hybrid Meeting)

(Unapproved)

Attendance

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

Commissioners Absent: Katalin Baltimore, 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 7:00 p.m.

2. Public Participation /Correspondence

- There was no public participation or written correspondence. Chairman Meyer advised that she will send the Recording Secretary a new format to consider for preparing the monthly Agenda.

3. Approval of the Library Commission Minutes –June 17, 2021

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

*Maureen White made a motion to approve the June 17, 2021 Library Commission meeting minutes, seconded by Ned Martin. All were in favor and the motion **PASSED.***

4. Old Business

A. COVID-Update

- Kathy gave a thorough review of all updates surrounding the COVID-19 pandemic as it pertains to the library. Face masks and 3 feet social distancing are required by patrons

within the library. In-person programs have been reviewed and approved by the Town Health Director. The Library Commission meetings will continue to be hybrid. The COVID infection rate will continue to be monitored by the Town Health Director and this protocol may be changed at any time.

5. New Business

A. Zoom Meetings and Programs Policy

*Diana Duarte made a motion to approve the Zoom Meetings and Programs Policy, seconded by Maureen White. All were in favor and the motion **PASSED**.*

B. Photography and Videotaping Policy

- The Photography and Videotaping Policy was approved at the previous Library Commission meeting contingent on feedback from both the First Selectman and Town Attorney. As the Library Director has not received any feedback to date, the Library Commission will act on this approved motion from last month and post the policy for patrons.

6. Director's Report

A. Administration

- In light of the COVID-19 virus, Kathy advised that in person programs will have a limited number of participants as a safety protocol.

B. Finances

- Kathy reported that the large surplus from last year has been returned to the Town. This surplus was due to a decrease in staffing levels over the last 12 months and a reduction in operations due to training, mileage and printing. Revenue goals were down as well. As of the new fiscal year, book fines will be reinstated.

C. Personnel

- Kathy advised that Samantha is expected to be back at work on August 25th. There was nothing additional to report at this time.

D. Policies and Procedures

- The library staff continues to clean work areas on a regular basis. Some older patrons and children have been resistant to wearing a mask within the library.

E. Technology

- There is one new computer that will need to be installed in the Children's room. LION is behind on computer installations due to COVID-19.

F. Community Outreach

- The "take and make" programs are flourishing, even among the teen population. Virtual programs will continue and in-person programs are tentatively scheduled to begin mid-September. Kathy advised that virtual story time for children has not been doing well.

G. Property Management

- Kathy reported that the library building has been power washed and the Town has painted the trim. Broken windows will be replaced along with the exterior broken lights. The sidewalks have also been repaired.

H. Gift Fund Report

- To date, Kathy has been unable to obtain a Gift Fund Report that will be easily understood by Commission members.

I. Statistical Report

- Kathy reviewed the Statistical Report with the Commission members in its entirety. She noted that there has been an increase in reference questions and circulation. The patron counter has also recorded higher in person visits.

7. Standing Committees

A. The Friends

- Maureen discussed some of the upcoming programs that are being sponsored by The Friends, which includes an outdoor program "Silver Fox Song Series" on September 26th. She reported that the revenue from the first book sale in June was \$1500 and the second book sale in July was \$1700. Everyone followed the proper health protocols during the basement sale.

- Maureen advised that The Friends approved a pass to the Roger William Park Zoo. In

addition, a tentative cooking demo might be scheduled as an indoor program for the fall.

8. Adjournment

- Chairman Meyer gave a brief update on Kati and suggested a motion to adjourn.

Ned Martin moved to adjourn the meeting at 8:30 p.m., seconded by Nancy Becque. All were in favor and the motion PASSED.

Respectfully Submitted,
Deborah Satonick, Recording Secretary