



**Case Memorial Library Commission Meeting**

September 21, 2023 7:00 p.m.

Library Meeting Room

Approved Minutes

ORANGE, CONN.  
TOWN CLERK'S OFFICE  
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**Attendance**

Commissioners Present: Chair Elizabeth Meyer, Maureen White, Stephanie Cuzzocreo, Alexandra Onuf, Diana Duarte, and Edward Martin

Commissioners Absent: Nancy Becque, Sharon Greco, and Katalin Baltimore

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

**1. Call to Order**

Chair Meyer called the meeting to order at 7:10 p.m.

**2. Public Participation /Correspondence**

Chairman Meyer reviewed the proper rules regarding Public Participation and the Commission members agreed to follow the proper protocol from Robert's Rules of Order going forward.

It was mentioned that Texas residents were removing books that they did not approve. The Commission members agreed that this behavior is unacceptable as it is a public library, and all views can be shared.

**3. Approval of Minutes -August 17, 2023**

Commission members reviewed the minutes and made corrections as required.

*Ms. Onuf made a motion to approve the amended August 17, 2023 Library Commission minutes, seconded by Ms. White. All were in favor and the motion PASSED.*

**4. Director's Monthly Report**

Administration

Ms. Giotsas is preparing the Town Library Annual Report and the State Annual Report. She is also submitting the Capital Budget to the Town. Most likely the town will fund the HVAC project for next fiscal year. She would also like to have the interior of

the library painted.

### Finances

As of August 31, 2023, the library has expended 17.3% of the annual budget, with an overage of \$4,378.87. This amount consists of \$3,616.65 in salaries and \$762.19 in operations. The overage in salaries is related to salary increases.

Revenue for August was \$1,820.31, with \$356 going to the town and \$1,464.31 going to Lost & Paid and Gift/Grant accounts.

### Policies and Procedures Management

The Policy Committee met on Wednesday, September 6, 2023 and worked on the Library Display Policy and the Event and Display Reconsideration Form, and made a slight revision in wording in the Art Exhibit Policy.

### Technology

Kanopy use is increasing, and Ms. Giotsas will put together statistics so the Commission members can visually see the usage and average cost per year. She will reevaluate Hoopla to consider possibly adding this service into next year's budget. Patrons enjoyed the event calendar and the minor problems with it have been fully resolved.

### Personnel

Ms. Giotsas would like to fill the Technical Services Clerk position and the Substitute Librarian position by the first week of October.

### Community Outreach

Ms. Giotsas went to the furniture expo regarding furniture choices for both the Teen Space and the Community Room seating. Special gift funds will be used to purchase the chairs. There was a brief discussion about eliminating a few computers to redesign the library for a "Virginia Wallace Maker Space." Ms. Giotsas will reach out to the Wallace family about their donation intentions.

The Orange Country Fair was a great success, with over 200 people visiting. The button maker was also a success and there were a lot of giveaways from the library and The Friends.

The evening showing of the Oscar Night Movies will be tabled for a short time to be revisited in the spring, as the turnout has dropped substantially since COVID. The library will continue with the Wednesday afternoon movie as the daytime attendance has been good.

The first official Art in the Library Show will be held on October, with a reception scheduled for October 12<sup>th</sup>. Stain glass artwork will be on display. In November, the veterans from the VA

will display their artwork. A special event honoring Audrey Geller will be held within the next two months.

#### Property Management

There are no pending issues as everything is currently working well.

#### **5. Statistical Report**

Ms. Giotsas reviewed the Statistical Report with the Commission members, and there were no concerns or questions at this time.

#### **6. Gift Fund Report**

The Gift Fund Report was included in the Commissioners' packets and there were no questions at this time.

#### **7. Old Business**

There was no old business at this time.

#### **8. New Business**

Ms. Giotsas presented the tentative Commission meeting dates for next year. Members reviewed the dates for approval.

*Ms. White made a motion to approve the 2024 Library Commission meeting dates, seconded by Ms. Cuzzocreo. All were in favor and the motion PASSED.*

#### **9. Standing Committees**

##### **A. Policies**

*Ms. Cuzzocreo made a motion to approve the Library Display Policy, seconded by Ms. Onuf. All were in favor and the motion PASSED.*

*Ms. Cuzzocreo made a motion to approve the Event & Display Reconsideration Form, seconded by Ms. White. All were in favor and the motion PASSED.*

#### **10. Adjournment**

*Ms. White made a motion to adjourn the meeting at 8:17 p.m., seconded by Ms. Cuzzocreo. All were in favor and the motion PASSED.*

Respectfully Submitted,  
Deborah Satonick  
Recording Secretary

