



2. More Side Walk Work – initial hope was that Nosal Builders would be performing all work but the bidding process has revealed it will be a different contractor. The section from the Handicap Spot to the first corner will be replaced (which is the old section not replaced during renovations). The other section to be replaced is on the North side by the tenant space. These sidewalk repairs may be performed simultaneously with Nosal.
3. Storage Space (downstairs) Shelving - Mr. Vaccarelli initiated discussion regarding the possible simultaneous coordination of the book sale, shelving, sidewalk and LED lighting. Mr. Vaccarelli received a call from a member of Friends of the Middlebury Library regarding the ideal dates to plan the Storage Space Shelving. September 21<sup>st</sup> was suggested although Mr. Vaccarelli wished for clarification. Director LoRusso noted the Book Sale is on the 19<sup>th</sup> ... on the 9<sup>th</sup> tables will be delivered to the Larkin Room. The Larkin Room has been reserved for the “Friends” from the 9<sup>th</sup> through the 23<sup>rd</sup> when tables will be picked up. Boy Scouts will be helping on the 12<sup>th</sup> by moving all books to the Larkin Room for sorting. Director LoRusso has contacted the Director of Public Works and has requested those dates as given to her by “Friends”.

Mrs. Smith suggested that members of the “Friends” correspond directly through Mrs. LoRusso rather than contacting the Trustees.

Mr. Clark MOTIONED to accept the Secretary’s Report as submitted, SECONDED by Mr. Desmarais, unanimous approval.

Director’s Report - Director LoRusso began with Statistics for August (Circulation = 6,012, 74 Programs with 1,284 in attendance, Study Room Usage = 78 times with 110 people attending, Collection Size is now 71,847).

Mrs. LoRusso reported on the Library Programs, Services and Upcoming Events. The Trustees reviewed the September Calendar. Three notable events for Sept. which Mrs. LoRusso explained in detail are “Culinary Bites Cookbook Club on the 24<sup>th</sup>”, “Seasonable Healthy Cooking with Chef Ray” on the 30<sup>th</sup> and “Fitness Fridays” to include “Little People Yoga”. These programs are made available through the generosity of various organizations at no cost to the Library.

Director LoRusso briefly mentioned the upcoming book sale, the concern of the side walk and the entrance to the Larking Room. In light of the fact that the Larkin Room was recently totally renovated, she has requested that all boxes of books stored under tables be placed on runners or table cloths to protect the carpeting.

The Board of Trustees 5K Run/Walk is fast approaching and Mrs. LoRusso is looking for Trustee support. Very positive Newspaper Articles published throughout the summer were discussed.

Mrs. LoRusso continued her Director's Report with the following Library Updates:

1. "There's no place like the Middlebury Public Library" Program. This program was well received by the public and had excellent newspaper coverage. The staff was phenomenal in their participation (costumes etc.) and execution of theme. Summer Read covered June, July and August. This program is to engage young readers to keep up their reading in a fun and creative way during the summer. Adult Read, Family Crafts and other events were mentioned. Total programs were 28 with 1,112 in attendance.
2. Buy a Brick Campaign – "Fall" themed brick order forms were discussed as was an advertisement in the newspaper. Mrs. LoRusso noted this will be the Library's major fundraiser in the future. A draft thank you note was also discussed. Although the forwarding of Thank-You Letters had stopped, it was suggested and recommended that the Trustees should once again begin sending appreciation notes to those purchasing bricks. Mrs. Smith suggested that all Trustee Members review the draft Thank-You Letter to be finalized at October's meeting.
3. Middlebury Public Library Staff Manual - Mrs. LoRusso wished to inform all Trustees that although this is operational, she reviewed with her staff this Manual as a "refresher". Successful projects were discussed including DVD collection updates, cases replaced as well as covers mended. Scheduling, dress code, vacations, calling tree etc. were also noted.
4. Kitchen Rules – In light of upcoming events which require the use of the kitchen Mrs. LoRusso has initiated "Kitchen Rules" to be posted which correspond with Department of Public Health Code.
5. Auto-Graphics: Verso Library Catalog System Update – The new CONNcert Interlibrary Loan module for 41 Verso Libraries in Connecticut will cost \$600 yearly which is significantly less than prior practices.
6. Shades – Mrs. LoRusso expressed her appreciation for shades which were installed in the Meeting Room as well as the Director's Office. A request to "Friends" for funding for shades for the Quiet Reading Room Area was denied.
7. Annual Book Sale – to be held Saturday, September 19, 2015 through Tuesday, September 22, 2015. Mr. Vaccarelli confirmed that he will open the building at 7:00 a.m. and close at 4:00 p.m. Traditionally the Friends Book Sale is held the first week of May. It is not determined yet if Friends will resume back to May or continue annually in September. Mrs. LoRusso will refrain from booking any events during those two months to give Friends Members' first choice.
8. All Friends board member signatures pertaining to Lower Level Guidelines have been obtained.

9. The Connecticut Office of the Arts (COA) in partnership with the Arts & Culture Collaborative, Waterbury Region and Thomaston Savings Bank Foundation grant applications are both pending. The CT State Library Services and Technology Act Grant was denied.

Mr. Stowell MOTIONED to approve the Director's Report, SECONDED by Mr. Desmarais, unanimous approval.

**Old Business**

None

**New Business**

None

**Public Comments**

None

**Adjournment**

Mr. Clark MOTIONED to adjourn the meeting at 3:48 P.M., SECONDED by Mr. Desmarais, unanimous approval.

These minutes are submitted subject to approval.

Respectfully submitted,

Brigitte M. Bessette  
Recording Clerk

Cc: Library Board of Trustees  
Library Director  
Town Clerk  
Web Master