

Director's Report – Library Director JoAnn Lo-Russo began with Statistics for the month of October. There were 82 Programs with 814 Attendees. This increase was due to full usage of the Larkin Room. Study Room Usage = 94 times with 140 people in attendance, an increase due to tutoring. Collection Size = 72,079 which is a slight decrease due to re-evaluation of periodicals. Noteworthy November Program Events are Genealogy 101 and Brass City Ballet to be held on November 19th along with Gourmet Pizza Making with Chef Ray scheduled for November 18th, which is made possible through the Connecticut Communities Foundation Grant.

Mrs. LoRusso informed Board Members of the upcoming Public Library Association (PLA) Conference to be held in April of 2016. As an Aspen Library the Middlebury Public Library has been asked to participate in a dialogue to shape and advance renewed national vision for public libraries. Attendance at this conference will enable Director LoRusso to attend informative sessions with other leaders from fields directly applicable to public libraries. Mrs. LoRusso shared with the Boards Members a preliminary program book and its contents. She then presented a preview of a 60 second video of “why you should send your director to the conference with all expenses paid”. This video was put together by a library staff member and instructions for voting via Face Book will be provided. Mrs. LoRusso was complimented on her efforts and the creativity of the video.

Mrs. LoRusso read to the Board the “Part Time Librarian Assistant Job Posting”. She added this advertisement is posted on the Town Web Site and the Connecticut Library Consortium Site.

The Brick Fundraising Campaign continues and in light of the upcoming Holiday Season Mrs. LoRusso modified the appearance of the order form to mimic a holiday (winter) greeting card promoting the Campaign as a “Gift for All Ages”.

Mrs. LoRusso along with Librarians Joan Arnold and Jen Minchella attended the Connecticut State Library: Health Literacy Fair hosted by the Wallingford Public Library on November 4, 2015. Healthcare panelists presented and discussed free health resources available within the State of Connecticut. Keeping Middlebury residents informed and healthy will be one of the Library's focal points for January.

In response to Mr. Vaccarelli a discussion took place regarding programming for teens. Mrs. LoRusso explained that programming for teens is actually most beneficial when driven, designed and developed by the teens themselves.

Mrs. Engelman MOTIONED to approve the Director's Report as submitted, SECONDED by Mr. Stowell, unanimous approval.

Old Business – None

New Business – Memorandum of Understanding – The Friends of the Middlebury Library

Mrs. Smith provided copies of the draft Memorandum of Understanding to all Board Members. Per Mrs. LoRusso's suggestion, all line items were read and discussed including financial disclosure and methods by which to present a notice of invitation for discussion and signatures. All were in agreement to accept and approve the Memorandum with a noted deletion of "book sale" within item three. The final approved Memorandum of Understanding is as follows:

The following will constitute an operating agreement between the Friends of the Middlebury Library and the Middlebury Public Library. It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Middlebury Public Library. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entitle and is not a part of the Library.

The Library agrees to inform the Friends of the goals and direction of the Library for future funding.

The Library agrees to provide public space for Friends membership brochures and promotional material.

The Library agrees to provide the Friends with the designated space in the lower level of the Library for book storage, sorting and office needs under the adopted guidelines dated January 13, 2015.

The Friends agree to publicly support the Library and its policies.

The Friends agree to include the library's liaison at all Friends' meetings.

The Friends agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs per the Library Director. Disclosure of assets will be provided when requested by the Library's Board of Trustees.

The Friends agree that the Library Director has the final say in accepting or declining any and all gifts made to the library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

The Friends agree to provide a current copy of the Friends Bylaws.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.

(Date and Signature Lines for Friends Board of Directors / Library Board of Trustees / Library Director)

Mr. Stowell MOTIONED to approve the Memorandum of Understanding (with noted change), SECONDED by Mr. Vaccarelli, unanimous approval.

Mrs. Smith will prepare a letter (to include a deadline date of January 1, 2016 to be accepted and signed by all Friends Board Members) inviting the Friends to the upcoming December Library Board of Trustees regular meeting.

2016 Regular Meeting Schedule – Mr. Clark MOTIONED to approve the 2016 Regular Meeting Schedule (see attached), SECONDED by Mrs. Engelman, unanimous approval. The first meeting to be held in 2016 will be Tuesday, January 12, 2016. No Meetings will be held in July and August. Should there be a meeting cancellation it will be reschedule for the following Tuesday.

Public Comment – None

Adjournment – Mr. Clark MOTIONED to adjourn the meeting at 3:37 P.M., SECONDED by Mrs. Engelman, unanimous approval.

These minutes are submitted subject to approval.

Respectfully submitted,

Brigitte M. Bessette
Recording Clerk

Attachments
Cc: Library Board of Trustees
Town Clerk
Web Master

Mrs. Jo-Ann LoRusso
Director
Middlebury Public Library
30 Crest Rd
Middlebury, CT 06762

October 25, 2015

Dear Jo-Ann,

For reasons of health and other personal matters, I hereby submit my official resignation from the Middlebury Public Library, to take effect in two weeks, on Friday, November 6, 2015.

After a series of significant family changes in my life in the recent years, it is time for me to step back and re-consider my options and qualification, going forward. Also, I am suffering from some nagging - though not threatening, - health issues for which I want to allow time to heal.

The decision to leave the library revolves around these two primary reasons, which have now become central focuses in my life.

Working at the Middlebury Public Library has been a valuable and rewarding experience, positive and constructive. I am very grateful that you have given me this opportunity to expand my knowledge in the many layers of a library, and I will miss my top-notch team, under your dedicated leadership!

I will not be far away and surely you will see me dropping in, enthusiastically. If you would need my help for a special project, do not hesitate to contact me.

Best Regards,



Karen Pasternak

TOWN OF MIDDLEBURY

Library Board of Trustees

2016 Regular Meeting Schedule

held on Tuesday, Monthly / 3:00 P

No Meetings July / August

30 Crest Road, Middlebury, CT

The Meeting Room

Tuesday, January 12, 2016

Tuesday, February 9, 2016

Tuesday, March 8, 2016

Tuesday, April 12, 2016

Tuesday, May 10, 2016

Tuesday, June 14, 2016

July – No Meeting

August – No Meeting

Tuesday, September 13, 2016

Tuesday, October 11, 2016

Tuesday, November 8, 2016

Tuesday, December 13, 2016
