



TOWN OF MIDDLEBURY

Library Board of Trustees

MINUTES

LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, December 8, 2015 – 3:00 p.m.

The Meeting Room – Middlebury Public Library

Present: Rita H. Smith, Chairman
Ron Clark, Sr.
Marilyn Engelman
Bill Stowell
Peter Vaccarelli

Also Present: Jo-Ann LoRusso, Library Director
Dawn Lavallo, Connecticut State Library
Barbara Whitaker, Recording Clerk

Excused: Robert C. Desmarais, Sr.
Absent:

Call to Order with Pledge of Allegiance

The meeting was called to order by the Chairman with the Pledge of Allegiance.

Approval of November 10, 2015 Meeting Minutes

Mr. Clark MOTIONED to approve the minutes of the November 10, 2015 Meeting, SECONDED by Mrs. Engelman. Unanimous approval.

Trustee Reports

Treasurer's Report

\$350.00 was deposited in the rick Sales and Room Naming Opportunities account. The total Brick sales to date \$44,435.00. Total Expenses to date is \$22,977.43. Mr. Vaccarelli asked if there was an estimated time of arrival for the bricks; Mr. Stowell said Accounts Payable it checking on it.

Mr. Vaccarelli MOTIONED to approve the Treasurer's Report, SECONDED by Mrs. Engelman. Unanimous approval.

Secretary's Report

Mr. Vaccarelli reported that the taping is not in but it is here. They have the HVAC unit for the Larkin Room and probably in the first quarter of 2016 the old unit will be replaced. Mrs. LoRusso asked to be notified as soon as possible so she could be prepared.

Mr. Stowell MOTIONED to approve the Secretary's Report, SECONDED by Mr. Clark. Unanimous approval.

Mr. Vaccarelli suggested that next year something be done for Pearl Harbor Day. Mrs. LoRusso said that the Town is closed on Veteran's Day, but the schools are open. She said perhaps they could do something the month of Pearl Harbor Day.

Director's Report

Mrs. LoRusso said that the Middlebury Public Library had released a survey on Library

services. Mrs. Smith asked how they would handle negative input. Mrs. LoRusso said that there are no names connected to the survey, so they could not address the complaints individually. They will address the issues raised in general. The Chairman said the survey is a great idea.

Mrs. LoRusso submitted the Library budget for fiscal year 2016-17 to the Chief Financial Officer.

Mr. Clark MOTIONED to accept the Director's Report, SECONDED by Mrs. Engelman. Unanimous approval.

Old Business

Memorandum of Understanding

The Chairman related that the Friends of the Middlebury Library decided not to join the Library Board of Trustees today to discuss and execute the Memorandum of Understanding (MOU). Mrs. Smith presented the attached email from Constance Wood stating the Friends would not attend today's meeting and that they would discuss the MOU at their (FOL) next meeting.

Mr. Vaccarelli said he feels that the Friends missed out on a golden opportunity. It is clear that they still feel they are going to operate on their own terms and he feels that this needs to end.

Mr. Clark said he is concerned about waiting for the first quarter which could be up to almost five months. He feels that the LBT was clear on the deadline of 1/1/16. He feels this action has to be addressed and that the LBT cannot be in limbo for another five months.

Mr. Stowell said that they didn't make an effort, and they should have sent a representative.

Mrs. Smith said that correspondence can be returned saying that the timeframe is unacceptable and that this issue needs to be resolved for January 1st. She feels that some type of timeline has to be defined. The Library Board of Trustees agreed to give the Friends' until January 31st to give their comments on the MOU, but that a reply should be submitted by the LBT's next meeting on January 12, 2016.

Mr. Vaccarelli asked if the Library Board has received any results of the book sale from the Friends. The Chair stated she has not received any correspondence about the book sale; only a memorandum with negative comments about Mrs. LoRusso.

Mrs. Smith said the email is cold and unprofessional and it is clear that the Friends do not want to work with the LBT.

Mr. Vaccarelli feels the Friends have gone out of their way to avoid communication and have made no contribution in helping the Library in terms of a financial standpoint.

Mrs. Smith suggested going back to the January 1st deadline and state that it appears that you do not want to have a working relationship and you need to come in and

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discuss the MOU by January 1st. Mr. Vaccareli said that there has been more than enough opportunity for discussion to smooth out whatever the issues are over the past three to four months. He feels that they are going to either be actively involved helping or not; and so far it is not. Mrs. LoRusso offered that Chris Parker asked for one of the staff member's address, but it was not anything related to the Friends.

Mr. Stowell said that the letter from the LBT should indicate that we want a reply by January 1st and then a formal response by January 31st. Mr. Clark also feels that the letter should include whether or not they want to have a relationship with the LBT.

Mrs. LoRusso also suggested the Friends' coming the January 12th meeting. Mrs. Smith will prepare a letter with all of the above-mentioned points and she will send it out.

Approval of Library Budget for 2016-2017 Fiscal Year

Mr. Vaccarelli asked if there has been any success with a replacement. Mrs. LoRusso said that they will be looking at three to four possible candidates.

Mr. Stowell questioned where the monies for the \$900 to \$1800 fee for AIMNET would come from. Mrs. LoRusso explained that the monies would come from Department 65.

Mr. Clark MOTIONED to approve the 2016-2017 Fiscal Year Budget SECONDED by Mr. Vaccarelli. Unanimous approval.

Public Comments

Dawn Lavalley said that the Statewide Budget Legislative Hearing was not good for Connecticut Libraries. There was a statewide 4% cut. They will be working very hard over the next few months. They will be providing advocacy programs to LBT's and Friends. Their policy is that libraries are essential for learning and education. The Aspen report for Connecticut Libraries will be coming out in January and also the final addition of the toolkit for Libraries (Middlebury was a pilot) will be released in full format.

Adjournment

Mr. Stowell MOTIONED to adjourn, SECONDED by Mrs. Engelman. Unanimous approval.

These minutes are submitted subject to approval.

Respectfully submitted,

Barbara J. Whitaker

Barbara J. Whitaker
Recording Clerk

Memorandum

To: Middlebury Public Library Board of Trustees

From: Bill Stowell, Treasurer

Date: 12/7/2015

Re: Treasurer's Report for the period November 9 through December 7, 2015

There was \$350.00 deposited in the Brick Sales and Room Naming Opportunities accounts during the period November 9 through December 7, 2015 from the sale of 2 large 8 x 8 bricks. There was an expenditure of \$301.00 for a brick order of 7 - 4 x 8 bricks and 7 - 8 x 8 bricks from polar engraving.

Total Brick Sales to date = \$44,435.00

Total Expenses to date = \$22,977.43

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account = \$21,457.57

Respectfully,



Bill Stowell

Treasurer, Middlebury Public Library Board of Trustees

To: Middlebury Library Board of Trustees
From: Jo-Ann LoRusso, Director

Re: Director's Report

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Statistics for November 2015

Library Programs, Services, and Upcoming Events (Calendar)

- Home for the Holidays Series: Buche de Noel (Yule Log) Festive cake demonstration.
- Santa Visit and Caroling on Thursday, December 10, 2015 at 6:30PM
- Author Visit: Theresa Mieczkowski on Thursday, December 10, 2015 at 6:00PM

Library Holiday Hours: Thursday, December 24th and December 31st
Open to the Public 10AM to 3:30PM

Library Survey: December 1, 2015 thru December 31, 2015

*Available online at the Town and Library Websites and paper copies at the Library.

Public Library Association (PLA) 2016 conference

Library video was not selected to win a free trip.

Brick Fundraising Campaign

Holiday Seasonal display in front entrance

Fiscal Year 2016-2017 Library Budget:

December 1, 2016 submittal to the Chief Financial Officer as required was completed.

	NOVEMBER 2015	
Circulation	5059	
PROGRAMS	Number of Programs	Number of Attendees
Adult - Includes Technology Programs	43	247
Children	21	274
Teen	0	0
Specials	3 Children's Yoga	22
	1 Nutcracker Ballet	200
Outside Groups	3	36
PROGRAM TOTAL	68	743
STUDY ROOM USAGE	95 times	156 people
LIBRARY CARDS	New Middlebury Residents 16	Active Cards 2609
COLLECTION SIZE	72387	