



Mr. Stowell also read for the record correspondence dated December 14, 2015 from The Arthur W. Perdue Foundation, Inc. to Ms. Jo-Ann LoRusso (see attached). The concerned \$13,000 grant funds were placed in a separate line item (Account #61-00-004226 – Private Donations).

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

Secretary's Report / Building Report – Mr. Vaccarelli apprised the Trustees of the recent brick order received. He will obtain a list from Mr. Stowell to insure accuracy of this order. Installation of said bricks will be done as soon as possible, weather permitting.

Mr. Stowell MOTIONED to approve the Secretary's Report and Building Report, SECONDED by Mrs. Engelman, unanimous approval.

Director's Report – Library Director JoAnn Lo-Russo began with December 2015 Statistics (see attached).

Connecticut Statistics - The Connecticut Public Library released their statistical profile report for 174 libraries in Connecticut (see attached). These statistics cover the fiscal year July 2014 through June 2015. This report reveals an insight as to where Middlebury places in relation to other towns (CT State Average). Data gathered for this report include town size and budget. While discussing this Report with the Trustees Mrs. LoRusso noted the following:

- The Middlebury Library received no funding for programming in its operational budget and acknowledged the amount of programming (827) is directly related to the Library Staff Members efforts and their creativity.
- Adult programs are slightly different for Middlebury in that the "community" is incorporated (extended family).
- Prior to the Library renovation, there was no young adult collection. Some materials may be considered for adult while some may be considered more for middle school age. A certain item may be found in either category. This is a grey area which may explain why the young adult circulation appears slightly lower than the CT State Average.

- The EBook circulation figure of 3,192 is noteworthy since Middlebury is “stand alone” and this number reflects the Middlebury Library’s own items. This statistic reveals that Middlebury patrons are “forward thinking” and are embracing ebooks and technology.
- The Middlebury Library budget last year was \$425,939.89 and actual expenditures were \$420,580.00. Although \$5,000 was “given back”, our Library not only provided programming, it increased collections and expanded community outreach.

A Library Survey was circulated December 1, 2015 through December 31, 2015. Director LoRusso noted 251 surveys were received. She is currently gathering the results and will make information available upon completion.

#### Library Program Services and Events – January 2016

Mrs. LoRusso summarized the January 2016 Calendar of Events. The Middlebury Library will embrace a “Health Literacy” theme for the New Year. To achieve this goal Danbury Hospital and surrounding medical professionals in the community were contacted to participate. Every other week informational sessions, screenings and testing will be available. Mrs. LoRusso is organizing a health fair to be scheduled the second week in February. Fitness Friday’s continue to inspire fitness education, which was part of the 5K walk. The goal is to encourage the community to embrace a healthy “mind, body and soul”. Yoga is available for all age groups. This is entirely on a volunteer basis. A nutrition lecture is scheduled for January 22<sup>nd</sup> followed by a “soft” launch of a Health Fair (to include health screening, BMI etc). Personal Disaster Preparedness will also be offered as part of wellness. More information will be available at the February meeting.

#### American Library Association Mid-Winter Conference – Boston, MA

Director LoRusso attended the American Library Association Mid-Winter Conference held January 8, 2016 through January 11, 2016. This conference allowed her to participate in informative sessions and to network and collaborate with fellow professionals in the field. As an ASPEN Library Leader, Mrs. LoRusso assisted in helping to lead attendees in re-envisioning public libraries and their communities across the country. The American Library Association conference presentations covered topics relating to public libraries and gave insight on how to improve the Middlebury Public Library while examining current trends and exploring issues about the future of libraries.

Approximately 55,000 were in attendance and the Middlebury Public Library, the Trustees and Town Leaders were all publically acknowledged for promoting support on re-envisioning libraries in the community . This is a national initiative.... “Libraries Transformed”. The library field is at a crossroad. There is uncertainty as to where libraries are headed in light of technology advances. It is important that Libraries are taught how to transform and become entrenched into their community. Middlebury is “on the map”. Middlebury was nationally recognized for participating in this program and is quoted in the Library Journal, which is quite prestigious.

Mrs. LoRusso met interesting authors and was able to work on collection development. She was able to network with Harper Collins, Penquin, and Random House. All of which recognized Middlebury as a library that is on track, offering any and all assistance. She noted their willingness to make available various authors, (we are close to New York) and their desire to provide us with the “next big reads”. She attended “book buzz’s” and was given copies of new releases. They are willing to give advanced copies of bestselling books, various webinars and whatever is needed for support. Mrs. LoRusso discussed Middlebury’s Library budget, size, recent renovations, the Larkin room and ample parking along with Middlebury’s close proximity to New York. Mrs. LoRusso expressed the need for a conference table with chairs and a podium for the Larkin Room and asked the Trustee members for their support. She envisions this Library as becoming a “library hub”.

Mrs. LoRusso personally worked on Library Development. She attended the workshops with the State Library and noted Middlebury was nationally acknowledged for participation in this ASPEN Dialogue for Re-Envisioning Public Libraries Pilot Program.

Mr. Clark MOTIONED to approve the Director’s Report, SECONDED by Mr. Desmarais, unanimous approval.

**Old Business - Memorandum of Understanding – The Friends of the Middlebury Library**

Mrs. Smith welcomed and thanked both Ann Feinberg and Donna Pierpont for attending this meeting. Mrs. Feinberg acknowledged receiving the Memorandum of Understanding. A Friends of the Middlebury Library membership meeting was held on January 4, 2016. It was decided that Friends will not sign the memorandum. Mrs. Feinberg then read for the record the minutes of that January 4<sup>th</sup> meeting (copy attached).

Discussion ensued regarding the dissolution of the Friends of the Middlebury Library. Mrs. Feinberg wished to clarify that any funds remaining will be put into an “existing” fund that will continue to support the Middlebury Library, per the Friends current By-Laws. There was confusion as to which set of By-laws was the most current. In response to Mrs. Smith, Mrs. Feinberg confirmed that funds are still currently held at ION Bank and that they will not remain there. The fund balance will be put in an existing fund with the town or a community foundation. There are a number of different foundations / places that support the Middlebury Public Library. Since Friends has not officially dissolved yet these options are still being reviewed by Friends. Mrs. Smith noted the disposition of the remainder of funds should be based on its current By-Laws. Mrs. Smith acknowledged seeing By-Laws which stated all funds would go directly to the Library. Mrs. Feinberg responded there may have been but in 2013 the By-Laws were voted on.

Mr. Vaccarelli stated it was his understanding that per State Library Regulations, all money is to be turned over to the Library. Although Friends is a 501(c)3 it has rules which are spelled out very clearly that if Friends is to disband, the money is to transfer to the Library. Discussion took place regarding 501(c)3 Status, State Statutes and Regulations vs By-Laws. Mrs. Feinberg restated that all funds will support the Middlebury Library.

A discussion took place regarding future communications, a potential liaison and perhaps scheduling a “special” Library Board of Trustees Meeting in late February to accommodate Mrs. Feinberg’s schedule. Mrs. Smith noted Mrs. Feinberg may contact her, Mr. Clark, Mr. Vaccarelli or any other Board member.

Mrs. Feinberg acknowledged there is no definitive date of dissolution, since there remain outstanding things that must be done (filings etc). She also noted the advantages of any future Friends group forming as a corporation rather than a 501(c)3.

Director LoRusso requested clarification regarding incoming mail (Chris or Molly to continue to pick up), bills, memberships and museum passes for the Friends. Mrs. Feinberg stressed that anything that has been provided for will continue for a period of time so that the Library Director and Trustee Members will be clear on when that funding might stop. Director LoRusso requested a recap of the book sale. Mrs. Feinberg stated that this was the first time this has been asked and although it is not required of the Friends to report that to the Board it is estimated that between \$3,500 and \$3,700 was made. The approximate total available funds are \$10,000. Requests made by the Library Director to the Friends during 2015 were discussed. Mrs. Pierpont stated Friends awarded just over \$43,000 in the past five years to the Library.

**New Business – Library Card Policy**

Mr. Vaccarelli MOTIONED to approve the Library Card Policy (see attached), SECONDED by Mrs. Engelman, unanimous approval.

**Public Comment**

Mr. Stowell noted the Lease Agreement for the bottom floor of the Library is moving forward. Questions were submitted but there has been no response as of yet. Mrs. Smith will contact Attorney Dana D'Angelo for an update.

**Adjournment** – Mr. Stowell MOTIONED to adjourn the meeting at 3:47 P.M., SECONDED by Mr. Desmarais, unanimous approval.

These minutes are submitted subject to approval.

Respectfully submitted,

Brigitte M. Bessette  
Recording Clerk

Attachments

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

**THE ARTHUR W. PERDUE FOUNDATION, INC.**

December 14, 2015

Ms. Jo-Ann Lorusso  
Town of Middlebury Public Library  
30 Crest Road  
Middlebury, CT 06762

Dear Ms. Lorusso:

The Arthur W. Perdue Foundation, Inc. is pleased to enclose a check in the amount of \$13,000, per the request of Ali and Ben Hildebrand, as an unrestricted grant to the Town of Middlebury Public Library. This grant is to be used at the discretion of the library's Director. This grant is subject to the terms set forth in the attached Grant Terms and Conditions, and by cashing the grant check you are indicating that you agree to its terms.

Please send any receipts, grant confirmations or other correspondence regarding this contribution to the fax number or mailing address specified below.

The Arthur W. Perdue Foundation, Inc. wishes you and your organization every success in your important work. If you have any questions concerning this grant agreement, please contact Foundation Source, the administrator for the Arthur W. Perdue Foundation, Inc., at 1-800-839-1821.

Sincerely,

Foundation Source  
Administrator, The Arthur W. Perdue Foundation, Inc.

Address for expressions of your organization's appreciation of this grant	Fax number for grant receipts and confirmations
James A. Perdue c/o The Arthur W. Perdue Foundation, Inc. P.O. Box 1537 Salisbury, MD 21802	The Arthur W. Perdue Foundation, Inc. c/o Foundation Source 55 Walls Drive, Suite 302 Fairfield, CT 06824-5163 Phone: 1-800-839-1821 Fax: (203) 549-0835

**The Arthur W. Perdue Foundation, Inc.**  
Foundation Source, Administrator  
501 Silverside Road, Suite 123  
Wilmington, DE 19809  
(800) 839-1754

STERLING NATIONAL BANK  
500 WESTCHESTER AVENUE  
PORT CHESTER, NY 10573  
60-690219

**81872**  
**12/16/2015**

PAY \*\*\*Thirteen Thousand Dollars And 00 Cents\*\*\*\*\*

**\$13,000.00**

VOID AFTER 180 DAYS

**THE ARTHUR W. PERDUE FOUNDATION, INC.  
GRANT TERMS AND CONDITIONS**

**Grant Amount:** \$13,000.00

**Grant Recipient:** Town of Middlebury Public Library (the "Grantee")

- a. **Tax-Exempt Status of the Grantee:** The Grantee is an exempt governmental unit treated as a public organization under Internal Revenue Code Section 509(a)(1).
- b. **Grant Purpose and Expenditure of Funds:** This is an unrestricted grant to the Grantee. The Grantee will utilize the grant funds only for educational, scientific, literary, religious or other charitable purposes. This grant is not earmarked to support or carry on any voter registration drive, or to influence legislation or the outcome of any election. Thus, any use of grant funds by the Grantee for such activities constitutes a decision of the Grantee that is wholly independent of the Foundation. The rules governing private foundations require that the Grantee not use any of the grant funds to satisfy a charitable pledge or obligation of any person or organization other than the Foundation, or to provide any tangible economic benefit to any Foundation manager or substantial contributor or their respective family members.
- c. **Return of Grant Funds:** The Grantee agrees to return any grant funds not expended for the purposes described above to the Foundation, c/o Foundation Source at 55 Walls Drive, Suite 302, Fairfield, CT 06824-5163. The rules governing private foundations also require the Grantee to return the enclosed grant if the Grantee is no longer recognized by the Internal Revenue Service as having the above described tax-exempt status.
- d. **Foundation Connection:** If the Foundation, alone or together with its officers, directors, trustees, substantial contributors, and the family members of the foregoing individuals, "controls" the Grantee, the grant may be subject to additional terms or rescission. Here, the term "control" means the ability to require the Grantee to make or refrain from making an expenditure. If this is the case, the Grantee may not expend any of the grant funds and must notify Foundation Source immediately. Additional conditions may apply, and it may be necessary for the Grantee to return the grant funds.
- e. **Other Terms:** These Grant Terms and Conditions encompass the entire agreement between the Foundation and the Grantee, and supersede all previous understandings and agreements between the Foundation and the Grantee, whether oral or written. This grant is subject to these Grant Terms and Conditions; by cashing the grant check the Grantee indicates its agreement to these terms. The term "Foundation" means the foundation making this grant.

	DECEMBER 2015	
<b>Circulation</b>	5097	
<b>PROGRAMS</b>	<b>Number of Programs</b>	<b>Number of Attendees</b>
Adult - Includes Technology Programs	40	196
Children	13	164
Teen	1	1
Specials	3 Children's Yoga	24
	3 Holiday Movies	14
	1 Sleeping Beauty	80
	1 Santa	175
	2 Winter Craft	16
Outside Groups	3 Library Board/Girl Scout/Author Visit	78
<b>PROGRAM TOTAL</b>	<b>65</b>	<b>748</b>
STUDY ROOM USAGE	68 Times	105 times
LIBRARY CARDS	New Middlebury Residents 11	Active Cards 2526
COLLECTION SIZE	72433	

CONNECTICUT STATISTICS  
 180 Libraries  
 July 2014 - June 2015

	Middlebury	CT State Average
Total Programs	827	378
Total Attendance	7,340	6,038
Children Programs	248	210
Children Attendance	3,969	3,939
YA Programs	22	15
YA Attendance	120	180
Adult Programs	557	89
Adult Attendance	3,251	1,286
CCAR	17,151	11,193
Borrowed	2,314	2,421
Loaned Out	665	2081
Adult Circulation	44,867	45,621
Children Circulation	26,811	27,373
YA Circulation	2,078	3,197
EBook Circulation	3,192	2,655
Municipal Appropriation 2014-2015	\$420,580	\$455,425
Actual expenditure Allowance	\$425,939.89	
Full Time	4	5
Part Time	4	8

**Friends of Middlebury Library  
Membership Meeting  
January 4, 2015**

Friends of Middlebury Library Board and Members present:

Bill Stopper  
Judith Max  
Mary Kinnie  
Debbie Barlow  
Molly Parker  
Chris Parker  
Ann Feinberg  
Michael Feinberg  
Scott Peterson  
Connie Wood  
Danyun Peng  
Donna Pierpont  
Susan O'Bernier

Marj Needham, *Bee Intelligencer*, present.

Call to Order

Secretary's Report – accepted, with amendment.

Treasurer's Report – accepted.

Attachments: Secretary's and Treasurer's Reports and FOML By-Laws

Ann Feinberg was asked to lead a discussion regarding the relationship between the Friends and the Library Board of Trustees and the Director over the past year and correspondence with the Library Board of Trustees over the past two months.

The members of the Friends discussed the future of the FOML and the future of the funds held by the Friends. The current FOML board stated they will resign in the near future, and asked if there were members who would volunteer to serve on the Board and continue operating the FOML. There were no nominations to fill the open positions.

Scott Peterson made a motion to dissolve the Friends of the Middlebury Library in an orderly manner. In accordance with FOML by-laws (attached), any existing bills will be paid and all remaining funds will be transferred to a fund to support the Library. Judy Max seconded the motion. Motion passed by unanimous vote.

The assembled members requested that the current FOML Board remain in place throughout the process of dissolution, executing all required actions for an orderly dissolution.

Meeting adjourned.

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For Board of Trustee approval

1/1/2016

## **Middlebury Public Library Card Policy**

- Library cards are issued to individuals only, each person may have only one library card. No library card shall be issued for the joint use of a group, class, family, church business, group home or any other organization.
- The statewide *Connecticard Program* allows state residents who have a current and valid library card, issued by any Connecticut public library, to register their card for borrowing privileges at the Middlebury Public Library. Likewise, your Middlebury Public Library card may be registered at any other Connecticut public library.
- The Middlebury Public Library will issue a free library card to any person who is a current resident of Middlebury and can establish proof of residency. A person who is a Middlebury property owner (but not a year-round resident) may also receive a free library card by presenting a tax receipt, showing a form of photo identification, and completing the borrower application at the Middlebury Public Library. You must apply for your card in person. Children aged 12 and under are required to have a parent or guardian's signature when applying for a library card with the adult assuming full responsibility for activity on the child's card. Children must be able to write their name to apply for a library card.

### **Identification Process**

Proper identification is required to get a library card. Residents of other towns are also required to show ID matching their hometown library card when registering their card for borrowing privileges at the Middlebury Public Library. Preferred forms of identification are:

- Valid Connecticut driver's license
- Government issued ID cards or documents
- University or school identification card with picture

If your current address is not listed on your photo identification, please bring one of the following documents along with your photo ID:

- Current utility bill (phone, electric, water, etc.)
- Official mail with recent postmark (bank statement, insurance bill, tax bill, etc.)
- A personal check with current address

### **Updating and replacing your card**

- Please report lost or stolen library cards immediately
-

- Notify the library about changes in mailing address, telephone number or email address
- Library cards in good standing are renewed in person every three years
- All fines or replacement materials attached to the library card must be paid for at time of renewal
- To replace a lost library card for an adult, the owner must show photo identification, proof of residency and pay a \$2.00 replacement fee.
- To replace a lost card for a child under 12, the parent or legal guardian must co-sign again and supply proof of residency. A parent or legal guardian may not authorize a child's library card if his/her own library card is in a blocked status.
- A Middlebury Public Library card can be suspended whenever the cardholder is guilty of breaking library rules, including but not limited to; owing fines in excess of the established maximum limit, owing money for a lost or damaged collection item, damaging library property, behaving in a disorderly manner, or committing other infractions prohibited by library policy.

#### **Library card privileges**

- A Middlebury Library cardholder may borrow materials from the Middlebury Library
- A Middlebury Library cardholder may utilize the services, programs and equipment of the Middlebury Library
- Borrowers may place holds on most library items or request holds to be placed by a staff member
- Borrowers may renew most library items once. The library cannot renew an item if another user has placed a hold on it; the borrower's name can be added to the waiting list
- Only Middlebury residents may borrow museum passes

#### **Library card responsibilities**

- Borrowers assume responsibility for the care and safety of library materials borrowed on his/her card.
  - Borrowers assume responsibility for paying fines levied against his/her card
  - Borrowers are discouraged from lending their library cards to others for use. **Card holders who allow their library cards to be used by others continue to be responsible for the care and safety of all library materials checked out to their cards, as well as, paying fines, replacement charges and other financial assessments that result from the use of their cards.**
-