



## TOWN OF MIDDLEBURY

*Library Board of Trustees*

*Minutes*

*Tuesday, March 8, 2016 – 3:00 P.M.*

*The Meeting Room*

*30 Crest Road, Middlebury, CT 06762*

Present: Rita H. Smith, Chairman      Also Present: Brigitte M. Bessette, Recording Clerk  
Ronald G. Clark, Sr.  
Marilyn S. Engelman  
William J. Stowell                      Absent: Robert C. Desmarais, Sr.  
Peter C. Vaccarelli  
Jo-Ann LoRusso – Library Director

### **Call to Order with Pledge of Allegiance**

The meeting was called to order at 3:00 P.M. by Mrs. Smith with the Pledge of Allegiance.

**Attendance** – See above.

**Approval of February 9, 2016 Minutes** – Mrs. Smith noted a correction to reflect Friends of the Middlebury **Public** Library, Inc. Mr. Clark MOTIONED to approve the Minutes of the February 9, 2016 Meeting with said correction, SECONDED by Mrs. Engelman, unanimous approval.

### **Trustee Reports**

**Treasurer's Report** – Mr. Stowell submitted his report to each Trustee Member. There was no activity in the Brick Sales and Room Naming Opportunities account during the period February 9, 2016 through March 7, 2016. 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).

Mr. Vaccarelli MOTIONED to approve the Treasurer's Report as submitted, SECONDED by Mr. Clark, unanimous approval.

**Secretary's Report** – Mr. Vaccarelli noted that as discussed during the February 9, 2016 meeting a certified letter was mailed to Anne Feinberg regarding Friends of the Middlebury Library's dissolution (copy attached).

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

**Building Report** - None

**Director's Report** – Mrs. LoRusso previously forwarded the Director's Report to all Trustee Members (see attached). Mrs. Smith lauded regarding the new "Volunteer Program for Teens". There are many high school children within various clubs who need "volunteer" hours. This is also a wonderful opportunity for teens to give back to the community. Mrs. LoRusso noted that although this is in the very beginning stage, she has received three responses.

Mr. Clark MOTIONED to approve the Director's Report, SECONDED by Mr. Vaccarelli, unanimous approval.

**Old Business** - None

**New Business** - None

**Public Comment** - None

**Adjournment** – Mr. Vaccarelli MOTIONED to adjourn the meeting at 3:06 P.M., SECONDED by Mr. Stowell, 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



## TOWN OF MIDDLEBURY

1212 Whittemore Road  
Middlebury, Connecticut 06762

February 24, 2016

Mrs. Ann M. Feinberg  
143 Stony Brook Road  
Middlebury, CT 06762

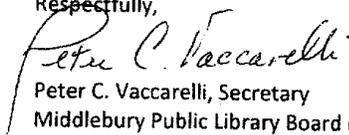
Certified Mail 7014 2120 0003 8277 0699

**Re: Friends of the Middlebury Library**

Dear Mrs. Feinberg:

With your dissolution notice letter dated January 19, 2016 the Middlebury Library Board of Trustees requests the Friends of the Middlebury Library suspend any further expenditures for park passes or coffee supplies. Donation of any books, including rare books, still in the possession of the Friends of the Middlebury Library need to be returned to the Middlebury Public Library Director, Mrs. Jo-Ann LoRusso.

Respectfully,

  
Peter C. Vaccarelli, Secretary  
Middlebury Public Library Board of Trustees

PCV/bb

Cc: Rita H. Smith, Chairman  
William J. Stowell, Treasurer  
Ronald G. Clark, Sr.  
Marilyn S. Engelman  
Robert C. Desmarais, Sr.  
Jo-Ann LoRusso, Library Director

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To: *Middlebury Library Board of Trustees*

From: *Jo-Ann LoRusso, Director*

**Re: Director's Report**

March 8, 2016 2 pages

**Statistics for February 2016** (Attachment)

**Library Programs, Services, and Upcoming Events**

National Teen Tech Week begins March 6- 12th

**New Program: Teen DIY Series** (Handout)

Teens watch a short instructional video on each topic then go home and try it themselves. Instructional handouts will be available at the library. Finished products will be displayed in the Teen Room.

- **DIY Friendship Bracelets March 2nd 2:00pm**  
Learn how to make 5 easy friendship bracelets.
- **Tinkercad Basics March 7th 4:00pm**  
Learn how to make objects for 3D printing using Tinkercad, a basic 3D design program.
- **Scratch Programming 101 March 10th 4:00pm**  
In this tutorial you will learn the basics of Scratch and how to program your character to move and draw.
- **No Sew T-shirt Refashions March 15th 4:00pm**  
Learn how to cut and tie your old t-shirts into new shirts.
- **Microwave Desserts March 22nd 4:00pm**  
This tutorial includes 5 mug cake recipes you can make in your microwave.

**Volunteer Program for Teens** (Handout)

A Teen Volunteer brochure was emailed to Pomperaug High School's clubs, organizational advisors, school counselors, academic department heads, and media specialist. It lists the volunteering opportunities available at our Library.

**Building Update:**

Tuesday, February 16, 2016-closed Monday for the holiday:

A broken pipe due to freezing weather conditions located in the quiet reading area at the Library was discovered by Kevin Dawes- Public Works. The broken water pipe was repaired. Heat was restored to the area upon opening. No change in library operations. In addition, the Children's Area ceiling began to leak in the late afternoon. The section of the old roof that meets the new section of the roof caused water to build up and enter down through the ceiling in the children's area.

Repair cost unknown at this time.

### **Health Fair**

Friday, February 19<sup>th</sup> at 1:00 pm

Blood pressure screenings, BMI checks, stroke prevention education, Lyme Disease information, and information on childhood safety were featured at the fair. Experts were on hand to answer questions about childhood diabetes & obesity, fall prevention, and appropriate exercises. Attendees learned about the patient-centered Medical Home - the comprehensive coordination of primary care for children, adolescents and adults. T Shirts, pens, and informational pamphlets were handed out.

### **Library Policies**

It is at the recommendation of the State Library to reevaluate library policies every **three years** or as needed to reflect changing local needs or state or federal laws. The Middlebury Public Library policies are currently being re-evaluated by staff. All revisions will be presented to the Library Board of Trustees for review in the upcoming months.

### **125th Annual Connecticut Library Association Conference (CLA) in Hartford, CT on April 21 and 22, 2016**

Amy Garmer from the Aspen Institute and Maureen Sullivan, Aspen consultant will lead the presentation called Aspen Institute: Re-envisioning CT's Public Libraries. The directors of the Wallingford Public Library, Ferguson Library, and Middlebury Public Library are featured panelists.

### **Connecticut State Library-Connecticard Report: March 2015- February 2016**

Out of town patrons borrowed 15,002 items from our library during this time frame

- Naugatuck 3,868
  - Southbury 989
  - Waterbury 6,150
  - Watertown 1,640
  - Woodbury 97
-

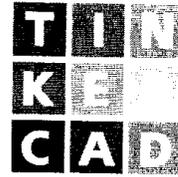
# Teen DIY Series

Watch a short instructional video on each topic then go home and try it yourself! Bring your finished products to the library to be put on display.



**DIY Friendship Bracelets**  
March 2nd 2:00pm

Learn how to make 5 easy friendship bracelets.



**Tinkercad Basics**  
March 7th 4:00pm

Learn how to make objects for 3D printing using Tinkercad, a basic 3D design program.



**Scratch Programming 101**  
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	<b>FEBRUARY 2016</b>	
<b>Circulation</b>	<b>4857</b>	
<b>PROGRAMS</b>	<b>PROGRAMS</b>	<b>Number of Attendees</b>
Adult - Includes Technology Programs	55	276
Children	19	240
Teen	4	29
Specials	3 Yoga	32
	1 Valentine Jar	13
	1 Survey	251
Outside Groups	3 Board of Trustees/DAR	40
<b>PROGRAM TOTAL</b>	<b>86</b>	<b>881</b>
Programs cancelled due to weather	6	
<b>STUDY ROOM USAGE</b>	80 Times Used	143 People
<b>LIBRARY CARDS</b>	10 New Residents	3364 Active Cards
<b>COLLECTION SIZE</b>	<b>72605</b>	

MIDDLEBURY PUBIC LIBRARY



In case of emergency, contact:

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of parent or guardian consenting to applicant's working as a volunteer: \_\_\_\_\_

I hereby apply to work as a volunteer at the Middlebury Public Library. I understand that if I am accepted, I will be expected to show up and work when I am scheduled. I will notify the library as soon as possible if I cannot work as scheduled.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

You can submit your application via traditional mail or in person. Thank you!

**HELP**

**PREPARE**

**ENRICH**

**ADVOCATE**

*GIVE BACK*

MIDDLEBURY PUBLIC LIBRARY  
 30 CREST ROAD  
 MIDDLEBURY, CT 06762  
 203-758-2837  
 middleburypubliclibrary.org

# Volunteer Application

Are you a high school student needing to earn credits for community service hours? To apply for volunteer opportunities at Middlebury Public Library, 1) circle your interest below. 2) complete the Volunteer Application, and 3) return form to Teen Librarian at library or visit us on the web and download an application.

- Promote the library at community functions
- Host tech workshops
- Tech tutoring
- Create a foreign language program
- Help with Storytime or other youth programs
- Help with or lead other programs
- Showcase talents in other ways
- Create teen displays
- Special projects, (create your own project)
- Teen book reviewer program
- Teen Advisory Board

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Age: \_\_\_\_ Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Grade: \_\_\_\_\_

Special Hobbies or Interests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Favorite Book: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Activities/Sports/Clubs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why are you volunteering? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_