

Mr. Vaccarelli submitted to each Trustee member a draft letter addressed to the former Friends of the Middlebury Library (copy attached). A discuss took place regarding this letter. Director LoRusso acknowledged that the Library is prepared to accept any donated books. They can be analyzed, sorted, logged and either included within the collection or stored in the lower level for future book sales. The availability of coffee service and park passes was discussed. Because Crystal Rock provides the coffee service on a rental basis which is in the name of Dr. Chris Parker, the Library cannot cancel this service. It is hoped that the service can be carried over. It was acknowledged the former Friends cancelling the Crystal Rock coffee machine rental is part of its dissolution. Mrs. Smith suggested that the concerned letter be sent certified to Anne Feinberg only and not all members. Mr. Stowell MOTIONED to approve and forward this letter, SECONDED by Mrs. Engelman, unanimous approval.

Mr. Vaccarelli noted that the Larkin Room HVAC Unit that was previously scheduled with one of the Eversouce Grants is significantly underfunded by that grant. Public Works Director Dan Norton is looking for another source of revenue. It is in the Capital Budget. The unit must be replaced since there are daily malfunctions of the system. Mrs. LoRusso attended the recent Board of Finance meeting and acknowledged this line item was questioned because it is underfunded. She informed the Board of Finance and she was under the impression this will be covered within the Public Works - Capital Plan.

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

Director's Report – Mrs. Smith noted that the Director's Report had been previously forwarded to all Trustee Members (see attached). This enables Trustees to review the report prior to meetings, asked pointed questions or concerns he or she may have, and will also alleviate the need for Mrs. LoRusso to read the report verbatim.

With respect to January 2016 Statistics, Mrs. Smith questioned the Teen Program reflecting "0" Programs and "0" Number in Attendees. Programs are provided, but if no one signs up Jessie does not follow up with the program. Teens are busy this time of year with winter concerts, sport meets, rallies etc. Mrs. LoRusso explained that there is in fact activity, the teen room is being used daily, circulation for teens is up and that teens actually meet in small groups which are not necessarily staff driven events. In light of this, Mr. Vaccarelli suggested that in the future Teen Program statistics in some way be included rather than showing "0's". The survey results and feedback were briefly mentioned.

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

Old Business - None

New Business – Lower Level Lease

Mrs. Smith read for the record a letter of withdrawal from Independent Living Solutions, LLC dated January 28, 2016 (copy attached). A discussion took place regarding certain items that were of concern which should perhaps be addressed now, prior to any future lease. Mr. Stowell noted that he and Dan Norton learned that as long as the door located at the bottom of the stairs is locked the door at the top of the stairs can and should be locked for safety purposes (code allows for this). Other matters discussed were the “server room”, the boiler room and the potential to install a wall in front of the elevator area with an access door into the space into the boiler room. If this is done the square footage of this room should not be included among the “total square feet” in any future lease agreement.

Mrs. Smith noted she will contact both David Theroux and Dan Norton regarding these issues.

Friends of the Middlebury Library, Inc. – Mrs. Smith welcomed and thanked Karen Stowell for attending this meeting. Mrs. Stowell along with Beth Bartholomew has begun the formation of Friends of the Middlebury Library, Inc. Mrs. Smith offered on behalf of all Trustee members their full, whole hearted support. Mrs. Stowell along with others has worked on the Mission Statement for the newly “incorporated” Friends which are currently posted on the web site. Mrs. Stowell encouraged the Trustee members to not hesitate to ask anything of them and acknowledged the importance of open communication. Mr. Vaccarelli initiated a discussion regarding how the set up costs (\$65.00 – IRS, \$150.00-501c3) will be funded. Federal filing, annual on-going costs, and annual reports were also noted. Mrs. Smith confirmed that since the Library cannot provide any funding, the Friends will need to come up with its own funds through membership drives etc. Mrs. LoRusso recommended that Mrs. Stowell contact Barbara Leonard of the Connecticut State Library – Friends of Connecticut Libraries with any questions regarding the dissolution of the “former” Friends and formation of the “new” Friends. Mrs. LoRusso also provided Mrs. Stowell with the Connecticut Library Friends “handbook” for guidance.

Public Comment - None

Adjournment – Mr. Clark MOTIONED to adjourn the meeting at 3:31 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

Town of Middlebury
Middlebury Public Library
30 Crest Rd., Middlebury, CT 06762

January 27, 2016

Friends of the Middlebury Library,

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

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

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

Re: Director's Report

February 9, 2016 2 page

Statistics for February 2016 (attachment)

Library Programs, Services, and Upcoming Events (Calendar)

Middlebury Public Library Survey: December 2015 Results:

The Middlebury Public Library conducted a ten question survey during the month of December 2015. The survey was made available on paper in the library and electronically via the Middlebury Public Library's website. The purpose of the survey was to find out if the Middlebury Public Library is fulfilling its mission statement, "*to provide information, resources, and services that educate, enlighten, enter and inspire our community to learn at every age,*" what can be done to continue this vision and what need to be adjusted. The number of surveys answered constitutes that this survey can be considered accurate sampling of the Middlebury Public Library's users.

A total of 251 surveys were completed. Presently, the Middlebury Public Library has 3,000 active library card users. The questions on the survey had to do with the library's resources and programs. An area for additional comments was included. Overall results were positive. The Middlebury Public Library staff are friendly and helpful. One patron wrote, "Her favorite place to go in Middlebury".

Statistics from the survey show that Middlebury Public Library (MPL) is used primarily by residents. It is interesting to note that 15% of patrons do not live in Middlebury. 60% of the surveys stated they use other libraries besides MPL. The top three responses why other libraries are used include; material available on shelf, ease of access to that library, and the other library's hours are different from MPL.

The materials that patrons check out the most are; new books, adult fiction/nonfiction, DVDs, children's books, audio books and teen fiction. These are also the areas that people would like to see increase specifically, more audio books and more than one copy of bestsellers. Families would like to see the children's area continue to grow and expand and patrons would like to see an increase in DVDs.

The other top services Middlebury Public Library patrons say they enjoy include; the reading area, computer stations, library programs, and the photocopier. Since the renovation, the study room and the café are favorite places for our patrons. Having free Wi-Fi and a quiet place to study is critical to patrons' on-line learning and studying. It would be an added benefit to our users if they had the ability to bring drinks into study rooms and also have longer hours for the rooms to be open.

Patrons learn about the library's events and programs through the staff, calendar, displays and word of mouth. Our calendar is posted in-house and on our website.

Patrons are happy with our selection of programming but would like to see more food demonstrations, book groups, author talks and travel/ history lectures. There were a variety of suggestions for other

programs including cultural events, such as music and plays, and lectures on how to stay safe and healthy in the current times. Health seems to resonate among the surveys. Suggestions from the survey will be considered for future programming.

The Larkin room appears to be a popular location to host lectures due to its newly renovated space along with its surround sound system and kitchenette.

In conclusion, the Middlebury Public Library remains an inviting and friendly atmosphere. Public libraries must remain open to all and free of charge. There were some negative comments concerning the interlibrary loan system offered by the Connecticut State Library, which the state library is working on rectifying, and library fines.



	JANUARY 2016	
Circulation	5089	
PROGRAMS	PROGRAMS	Number of Attendees
Adult - Includes Technology Programs	46	202
Children	11	146
Teen		
Specials	3 Children's Yoga	33
Outside Groups	2 Library Board/Literacy Volunteers	18
PROGRAM TOTAL	62	399
STUDY ROOM USAGE	78 Times	132 People
LIBRARY CARDS	New Middlebury Residents	20
COLLECTION SIZE	72340	

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1 Moving & Grooving Ages 1-2 10:00 AM One plus One Ages 2-3 10:45 AM</p>	<p>2 Story Time Ages 3-5 10:30 AM</p>	<p>3 Tech Talk: OneClickDigital 11:00 AM Brown Bag Book Discussion <i>Prudence Crandall's Legacy</i> 1:00 PM Documentary Movie - <i>Rich Steve's Spain</i> 1:00 PM Story Time Ages 3-5 2:00 PM</p>	<p>4 Squiggle Wiggle Storytime Ages 12 months—3 yrs 10:00 AM</p>	<p>5 Little People Yoga 10:00 AM Fitness Friday 11:00 AM  Heart Health Talk 1:00 PM New Movie Showing - <i>Walk in the Woods</i> 1:00 PM Meeting Room</p>	<p>6 Movie <i>You've Got Mail</i> 11:00 AM Bring a Lunch</p>
<p>8 Moving & Grooving Ages 1-2 10:00 AM One plus One Ages 2-3 10:45 AM</p>	<p>9 Story Time Ages 3-5 10:30 AM Travel Lecture: Kingdom of Bhutan & India with Dr. Mittenberg 2:00 PM Tech Talk: OneClickDigital 6:00 PM Knitting with Miss Anne 6:30 PM</p>	<p>10 Documentary Movie - <i>Henry Ford</i> 1:00 PM Story Time Ages 3-5 2:00 PM</p>	<p>11 Squiggle Wiggle Storytime Ages 12 months—3 yrs 10:00 AM Valentine Special 2:00 PM Grades K-5 Foreign Film Festival <i>Mondays in the Sun (Spain)</i> 5:00 PM Mystery Book Discussion <i>Shoot to Thrill</i> 6:00 PM Recognizing Your Creative Sparkle: Patent Information 6:30 PM</p>	<p>12 CLOSED</p>	<p>13 Movie <i>White Fang</i> 11:00 AM Bring a Lunch</p>
<p>15 CLOSED</p>	<p>16 Story Time Ages 3-5 10:30 AM Bobcats in Connecticut 6:30 PM Knitting with Miss Anne 6:30 PM</p>	<p>17 Tech Talk: Goodreads 11:00 AM Documentary Movie - <i>Life in the Sea</i> 1:00 PM Story Time Ages 3-5 2:00 PM</p>	<p>18 Squiggle Wiggle Storytime Ages 12 months—3 yrs 10:00 AM Shakespeare Production's "Waterbury Interactive" 6:30 PM</p>	<p>19 Little People Yoga 10:00 AM Fitness Friday 11:00 AM  Injury Prevention 1:00 PM New Movie Showing - <i>Mission Impossible: Rogue Nation</i> 1:00 PM Meeting Room</p>	<p>20 Movie <i>Pretty in Pink</i> 11:00 AM Bring a Lunch</p>
<p>22 Moving & Grooving Ages 1-2 10:00 AM One plus One Ages 2-3 10:45 AM</p>	<p>23 Story Time Ages 3-5 10:30 AM Middle School Masterminds: DIY Shine 4:00 PM Tech Talk: Goodreads 6:00 PM Knitting with Miss Anne 6:30 PM</p>	<p>24 Documentary Movie - <i>Only When I Dance</i> 1:00 PM Story Time Ages 3-5 2:00 PM</p>	<p>25 Squiggle Wiggle Storytime Ages 12 months—3 yrs 10:00 AM Puzzle Contest 4:30 PM Culinary Bites: Chocolate 6:30 PM</p>	<p>26 Little People Yoga 10:00 AM Fitness Fridays 11:00 AM  New Movie Showing - <i>The Man From U.N.C.L.E.</i> 1:00 PM</p>	<p>27 Movie <i>Old Dogs</i> 11:00 AM Bring a Lunch</p>
<p>29 Moving & Grooving Ages 1-2 10:00 AM One plus One Ages 2-3 10:45 AM</p>					



INDEPENDENT LIVING SOLUTIONS, LLC

345 Meriden Road
Waterbury, CT 06705
Phone: (203) 755-5201 or (203) 757-5890
Fax: (203) 841-1104

January 28, 2016

Town of Middlebury

Re: Library rental space

To all Concerned Parties:

It is with deep regret that Independent Living Solutions is withdrawing our application to rent the lower level of the library.

Unfortunately the renovations that have to be done in order to continue our current operations will not allow the amount of space that we initially anticipated in order to grow our organization

We Thank-you for considering our business as a possible tenant to this lovely office space.

Sincerely,

Lisa and David Martin
