

Director's Report – Mrs. LoRusso confirmed that all Trustee Members received a copy via email of the Director's Report along with May 2016 Statistics (see attached).

Summer Read 2016 – a promotion / reminder has been included on the top portion of patron receipts which states: "Summer Read 2016 Reading... It's Our Only Hope"

Middlebury Public Library Policy Manual – A draft of this policy is available for review during the summer and will be discussed in September, 2016.

Adult Service Librarian Position – Donna Hine, Adult Service Librarian has announced her retirement effective August 2, 2016. This position is being advertised as a promotional opportunity. There are part-timers that are qualified and have applied. Interviews will soon take place and Mrs. LoRusso is hoping to fill the position in August, 2016.

Mr. Clark MOTIONED to accept the Director's Report, SECONDED by Mr. Desmarais, unanimous approval.

Old Business – None

New Business –

Freedom of Information Act – Mrs. Smith distributed to each Board Member "The Connecticut Freedom of Information Act as Codified in Chapter 14 of the Connecticut General Statutes (Including 2015 Amendments)". She noted there was a Freedom of Information issue at another board meeting she recently attended. In an effort to be proactive, Mrs. Smith recommended that each Trustee Member re-familiarize themselves with FOI by reviewing these statutes over the summer.

Friends of the Middlebury Public Library, Inc. – Mrs. Smith welcomed Mrs. Karen Stowell. Mrs. Stowell provided the following update:

1. Bylaws are written;
2. Grant (\$215.00) was received to cover expense to Incorporate and obtain Tax Exempt Status;
3. Treasurer is Noreen Corsi / Secretary is Lisa Clark;
4. Incorporation and Tax Exempt Applications to be completed;
5. Gathering of fundraising ideas;
6. Trifold pamphlet to be distributed at Middlebury Night - Lake Quassapaug (recruiting new members);

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Mrs. Smith commended Mrs. Stowell for all her efforts. Mrs. LoRusso (and the entire Board) offered support and assistance with any outreach programs.

Public Comment - None

Adjournment – Mr. Desmarais MOTIONED to adjourn the meeting at 3:13 P.M., SECONDED by Mr. Clark, 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

To: *Middlebury Library Board of Trustees*

From: *Jo-Ann LoRusso, Director*

Re: Director's Report

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Statistics for May 2016

(ATTACHMENT)

Library Programs, Services, and Upcoming Events

"Reading...It's Our Only Hope" Summer Read 2016 begins.

Middlebury Public Library Policy Manual

A draft of the policy manual has been created for Library Board review and discussion for September's meeting. It contains current policies plus additional policies to provide a safe, warm and welcoming atmosphere for all.

Adult Services Librarian Position

The Adult Services Librarian has announced her retirement effective August 2016. The position was advertised as a promotional opportunity. Interviews take place in the upcoming weeks with a starting date in August 2016. Staff vacations and coverage are a concern.

	MAY 2016	
Circulation	4912	
PROGRAMS	Number of Programs	Number of Attendees
Adult - Includes Technology Programs	50	214
Children	18	267
Teen	3	22
Specials	6 Yoga First Grade Visit Lego	83
Outside Groups	3 Board of Trustees Art Show Art Show Reception	95
Program Total	80	681
STUDY ROOM USAGE	121 Times	204 People
LIBRARY CARDS	55 New Residents	3578 Active Cards
COLLECTION SIZE	73772	