



TOWN OF MIDDLEBURY

Library Board of Trustees

Minutes

Tuesday, October 11, 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.
William J. Stowell
Robert C. Desmarais, Sr.
Peter C. Vaccarelli
Marilyn S. Engelman
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 September 13, 2016 Minutes – Mr. Clark MOTIONED to approve the Minutes of the September 13, 2016 Meeting as submitted, 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 September 13, 2016 through October 10, 2016. Total Brick Sales to date = \$50,470.00, Total Expenses to date = \$23,143.18, Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$27,326.82.

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

Secretary's Report / Building Report – None

In response to Mr. Vaccarelli, Mrs. Smith noted she will check on the status of the Library lower space lease.

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

3rd Annual Rockin' to Read 5k will be held on Saturday, October 16, 2016. Registration begins at 9:00 a.m. and the race start time is 10:00 a.m. Volunteers are needed and welcomed. Mrs. LoRusso noted this is a wonderful community event (running and/or walking) to help promote health awareness.

Middlebury Public Library Policy Manual – The most recent draft which included last month's recommended changes were emailed to all Trustee Members. This Policy will be discussed later during this meeting.

Harvest Dinner – Friends of the Middlebury Public Library, Inc. will take place Thursday, October 13, 2016. Tickets are \$10.00 and are available at the Library. Library volunteers Dolly Carrington and David Cordona will also be honored. Mrs. LoRusso encouraged all to attend and acknowledged that "Friends" have come up with creative new innovative ways to raise funds.

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

Old Business –

Middlebury Public Library Policy Manual – A revised draft was emailed to all Trustee Members on October 11, 2016. Mr. Stowell made additional recommendations and suggestions through discussions regarding "Conflict of Interest", "Reservation Policies" – Certificate of Insurance, "Mileage Reimbursement", and "Travel Request Reimbursement".

Mr. Stowell MOTIONED to approve the Middlebury Public Library Policy Manual with corrections as discussed, Seconded by Mr. Desmarais, unanimous approval.

Tucker Interior Library Shelving – Mrs. Smith confirmed that per Tucker Library Interiors LLC, the August 11, 2016 quote of \$15, 100.32 is their net cost and no other discounts can apply. Mr. Stowell MOTIONED to approve the transfer of \$15,100.32 (\$13,000 from Perdue Fund and \$2,100.32 from Fund 61 – Brick Sales and Room Naming Opportunities Account) Seconded by Mr. Vaccarelli, unanimous approval.

New Business – None

Library Board of Trustees
October 11, 2016
Page Three

Public Comment - None

Adjournment – Mr. Desmarais MOTIONED to adjourn the meeting at 3:25 P.M., SECONDED by Mr. Clark, unanimous approval.

These minutes are submitted subject to approval.

Respectfully submitted,

Brigitte M. Bessette
Recording Clerk

Attachments

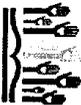
Cc: Library Board of Trustees
Library Director
Town Clerk
Web Master

	SEPTEMBER 2016	
Circulation	6109	
PROGRAMS	Number of Programs	Number of Attendees
Adult - Includes Technology Programs	54	193
Children	14	248
Teen	1	3
Specials	8 Science Center Yoga Slime Bed Time Lego	87
Outside Groups	4 Board of Trustees Literacy Volunteers CSEA St. John of the Cross	30
Program Total	81	561
STUDY ROOM USAGE	81 Times	109 People
LIBRARY CARDS	12 New Residents	3630 Active Cards
COLLECTION SIZE	73064	

October 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>3 Morning & Greeting 10:00 AM 12-24 months One plus One 10:45 AM 2 year olds Sewing 101 2:00 PM DIY STEM Activity 4:00 PM For families</p>	<p>4 Story Time: Aesop's Fables 11:00am Mindful Meditation 11:00am Coloring With Mrs. 2:00 PM Lego Club 4:15 PM Grades K-5 Knitting with Miss Anne 6:30 PM Amazing Magic with Mr. V 7:00 PM</p>	<p>5 Story Time: Aesop's Fables 10:30 AM Tech Talk: Thursday 11:00 AM Brown Bag Book Discussion Circled the Sun 1:00 PM Documentary Movie - Early Bird Baking 1:30 PM DIY STEM Activity 4:00 PM For families</p>	<p>6 Squiggle Wiggle Storytime Ages 12 months—3 yrs 10:30 AM Cupcake Contest 4:00 PM Drop-in Bedtime Story 7:00 PM</p>	<p>7 Children's Yoga & Story 10:15 AM- Fitness Fridays: Yoga 11:00 AM New Movie Showing— Me Before You 1:00 PM</p>	<p>8 Journey to the Center of the Earth 11:00 AM Open 10 - 2</p>
<p>10 CLOSED Happy Columbus Day </p>	<p>11 Teen Open Day All Day Story Time: Aesop's Fables 10:30 AM Mindful Meditation 11:00am Coloring With Mrs. 2:00 PM Teen Movie: The 5th Wave 5:30 PM Knitting with Miss Anne 6:30 PM Amazing Magic with Mr. V 7:00 PM</p>	<p>12 Teen Open Day All Day Story Time: Aesop's Fables 10:30 AM Documentary Movie - Historic Prater 1:00 PM Dinosaur Science 2:00 PM Grades K-5</p>	<p>13 Squiggle Wiggle Storytime Ages 12 months—3 yrs 10:30 AM Non-Fiction Book Talk Grades 4-5 4:00 PM Harvest Dinner 5:00 PM or 6:15 PM* Mystery Book Discussion Trick or Treat! Murder 6:00 PM Drop-in Bedtime Story 7:00 PM</p>	<p>14 Children's Yoga & Story 10:15 AM Fitness Fridays: Yoga 11:00 AM New Movie Showing - Money Monster 1:00 PM</p>	<p>15 BIG 11:00 AM Open 10 - 2</p>
<p>16 3rd Annual Rockin' to Read 5K 9-10:00am </p>	<p>18 Story Time: Aesop's Fables 10:30 AM Mindful Meditation 11:00am Coloring With Mrs. 2:00 PM Book Trainers 2:00 PM Lego Club 4:15 PM Grades K-5 Knitting with Miss Anne 6:30 PM Amazing Magic with Mr. V 7:00 PM</p>	<p>19 Story Time: Aesop's Fables 10:30 AM Tech Talk: Thursday 11:00 AM Documentary Movie— Titanic: Ten Gears 1:00 PM DIY STEM Activity 4:00 PM For families</p>	<p>20 Squiggle Wiggle Storytime Ages 12 months—3 yrs 10:30 AM Halloween Masks 4:30 PM Grades K-5 Viva Italy 6:00 PM Drop-in Bedtime Story 7:00 PM</p>	<p>21 Children's Yoga & Story 10:15 AM Fitness Fridays: Yoga 11:00 AM New Movie Showing— Love & Friendship 1:00 PM</p>	<p>22 The Princess Bride 11:00 AM Open 10 - 2</p>
<p>24 Morning & Greeting 10:00 AM 12-24 months One plus One 10:45 AM 2 year olds Sewing 101 2:00 PM DIY STEM Activity 4:00 PM For families</p>	<p>25 Story Time: Aesop's Fables 10:30 AM Mindful Meditation 11:00am Coloring With Mrs. 2:00 PM Ghost Hunting 101 6:30 PM Knitting with Miss Anne 6:30 PM Amazing Magic with Mr. V 7:00 PM</p>	<p>26 Story Time: Aesop's Fables 10:30 AM Documentary Movie - Not for Ourselves anymore 1:00 PM DIY STEM Activity 4:00 PM For families</p>	<p>27 Squiggle Wiggle Storytime Ages 12 months—3 yrs 10:30 AM ABC Bookclub for Kindergarten 4:00 PM Celtic Halloween with Horgan Irish Dance 4:30 PM Drop-in Bedtime Story 7:00 PM</p>	<p>28 Children's Yoga & Story 10:15 AM Fitness Fridays: Yoga 11:00 AM New Movie Showing - Central Intelligence 1:00 PM</p>	<p>29 E.T. 11:00 AM Open 10 - 2</p>
<p>31 Morning & Greeting 10:00 AM 12-24 months One plus One 10:45 AM 2 year olds Sewing 101 2:00 PM DIY STEM Activity 4:00 PM For families </p>					

*Tickets for the Harvest Dinner must be pre-purchased, no tickets will be sold at the door.
Tickets available at the library or call 203 598-7091 or 203 758-1667



Middlebury Public Library



HARVEST DINNER

Friends of the Middlebury Public Library Inc.

FUNDRAISER

(meatloaf, mashed potatoes, butternut squash, salad, rolls, beverage, apple cake)

Honoring library volunteers-

Dolly Carrington and David Cardona

THURSDAY, OCTOBER 13

2 sittings **5 P.M. OR 6:15 P.M.**

Adults \$10 Children under 10- \$6

Tickets must be pre-purchased, no tickets will be sold at the door.

Tickets available @ the library

or call 203 598-7091 or 203 758-1667

Questions about the meal? Call 203 228-1769



TUCKER
LIBRARY INTERIORS
LLC
 55 SO. COMMERCIAL STREET
 MANCHESTER, NH 03101
 TEL: 603-666-7030 • FAX: 603-666-7032
 www.tuckerlibraryinteriors.com

QUOTATION

August 11, 2016

Jo-Ann LoRusso, MLS
 Library Director
 Middlebury Public Library
 30 Crest Road
 Middlebury, CT 06762

(203) 758-2634 ext. 105

MJ Industries - Library Shelving - Color: Autumn White

Four ranges of five shelving units each:

MJ36102442	42"h x 36"w x 24"d double face unit includes (2) 10"d adjustable shelves per face above a closed base	\$452.45	20	\$9,049.00
MJWOODBKT8	8"d bracket for wood canopy tops	\$24.47	24	\$587.28
MJFIND9Cork	9"h findable book support with cork	\$11.37	120	\$1,364.40
Additional Shelves for use through-out the library, library to install where needed.				
MJAS3610	36"w x 10"d adjustable shelf	\$44.28	40	\$1,771.20

Total List:	\$12,771.88
CT State Contract Tier Discount:	-\$3,831.56
Net Delivered and Installed Cost:	\$8,940.32

End Panels and Canopy Tops for above shelving units - Cherry finish, laminate color to follow.

EP4224	42"h double faced cherry veneer with solid edges	\$380.00	8	\$3,040.00
CT524	double faced laminate top with solid cherry edges along two long faces, backer sheet below. Color to follow	\$780.00	4	\$3,120.00

Total Net Delivered and Installed Cost: \$15,100.32

Installation provided by non-union installers during normal working hours M-F. Use of the elevator is required if installation is to take place on floor other than the entry level, stair carry will be an additional charge. To provide an efficient and satisfactory installation, Tucker Library Interiors, LLC, will not deliver or install any shelving or equipment until the library has reached substantial finished completion in all areas that our items are to be installed. Your desired installation date is very important to us. Should you request a delay within 45 days of the original requested date, materials will need to be manufactured and stored. Off-site storage and handling is available at a daily fee to be determined. All materials in storage will be invoiced less an 8% retainage to cover delivery and installation.

Copyright © 2015 TUCKER LIBRARY INTERIORS, LLC. All rights reserved. No part of this quotation or associated drawings may be reproduced or transmitted in any form by any means without the prior written permission of TUCKER LIBRARY INTERIORS, LLC.

Prices are firm for acceptance for 30 days, subject to reconfirmation thereafter. PAYMENT TERMS: NET 15 DAYS. Deliveries are subject to delays from fire, strikes, or other causes beyond our control. Tucker Library Interiors, LLC, assumes no liability for delay due to causes beyond its control.

Accepted By: _____ By: Cori L. McGrath