



TOWN OF MIDDLEBURY

Library Board of Trustees

MINUTES MEETING OF THE LIBRARY BOARD OF TRUSTEES Tuesday, October 14, 2014 – 3:00 p.m. Connecticut History Room

Present: Rita H. Smith, Chairman
Ron Clark, Sr.
Robert C. Desmarais
Marilyn Engelman
Bill Stowell
Peter Vaccarelli

Also Present: Jo-Ann LoRusso, Library Director
Barbara Whitaker, Recording Clerk

Call to Order with Pledge of Allegiance

The meeting was called to order by the Chairman with the Pledge of Allegiance.

Attendance

Mrs. Smith stated that all members were present.

Approval of Minutes of September 9, 2014

Mr. Clark MOTIONED to accept the minutes as corrected, SECONDED by Mr. Desmarais. Unanimous approval.

Mrs. LoRusso said that the word "reading" should be replaced with the word "weeding" at the bottom of page 2. Mrs. Engelman said that the word "much" should be changed to "well" at the top of page 2.

Treasurer's Report

The Treasurer stated that there were no financial transactions for the month of September in the attached report. Mr. Clark MOTIONED to approve the Treasurer's Report, SECONDED by Mr. Vaccarelli. Unanimous approval.

Secretary's Report

Mr. Vaccarelli stated they received a statement from the Court regarding a contribution made by Ann L. Madden for \$1,000. and that when the check is received, Mrs. LoRusso will deposit the check into the endowment fund. Mr. Stowell said that it normally takes some time to receive the check. Mrs. Smith said that the check should go directly to Mr. Stowell so that he can keep his figures.

Director's Report

The Director read aloud the attached report.

The Thomas J. Barry plaque will be hung in the foyer when you first walk in before the ceremony on October 18th. Mr. Desmarais MOTIONED to use \$125.00 or less for light refreshments for this ceremony, SECONDED by Mrs. Engelman.
Unanimous approval.

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

Annual Meeting Schedule

Mrs. Smith asked the Board whether or not they wanted to meet in July and August in 2015. Mrs. Engelman and Mr. Desmarais said that the Board could always have a special meeting if need be.

Mr. Desmarais MOTIONED that the Library Board not meet in July and August of 2015, unless there is some special business to address, SECONDED by Mrs. Engelman.
Unanimous approval.

The Board will have to include this decision the vote on the 2015 Meeting Schedule at their next meeting.

Larking Room Furniture

Mrs. Smith stated that the chairs in the Larkin Room are quite uncomfortable and that the tables are difficult to maneuver. Chris Parker was at the Litchfield Historical Society and sent Mrs. LoRusso information on a type of chair used at the Historical Society. Mrs. Smith suggested that the Board do some research on chairs. The money to purchase the chairs would have to come out of the endowment fund. Mrs. Smith reminded the Board that they would have to be vigilant and keep that in mind and added that the Board may only be able to purchase chairs unless they could get a donor to supply a fairly large amount of money.

Mrs. Smith and JoAnn will begin research on the chairs. She invited the Board members to assist on this. Mrs. Engelman said that she would be willing to go along on visits during the day to vendors to look at chairs.

Mr. Desmarais suggested assessing the needs of the chairs and the tables before starting the research.

Adjournment

Mr. Clark MOTIONED to adjourn the meeting, SECONDED by Mr. Desmarais.
Unanimous approval.

These minutes are submitted subject to approval.

Respectfully submitted,

Barbara J. Whitaker

Barbara J. Whitaker
Recording Clerk

Memorandum

To: Middlebury Public Library Board of Trustees

From: Bill Stowell, Treasurer

Date: 10/13/2014

Re: Treasurer's Report

There have been no financial transactions in the Brick Sales and Room Naming Opportunities accounts during the month of September 2014.

Total Brick Sales to date = \$40,160.00

Total Expenses to date = \$18,644.79

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$21,515.21

Respectfully,



Bill Stowell

Treasurer, Middlebury Public Library Board of Trustees

To: Middlebury Library Board of Trustees

From: Jo-Ann LoRusso, Director

Re: Director's Report October 14, 2014 2 pages

Circulation and Program Statistics for September 2014 (Handout)

Library Programs, Services and Upcoming Events:

- **Reader's 5K Run**
Reader's 5K Run will be held October 19, 2014 at 9am in the lower level parking lot. Prizes Listed. (Handout)
- **Almost Haunted House** (October 2014 Calendar of Events Handout)
The Almost Haunted House is scheduled Thursday, October 23, 2014 in the lower level from 6:00- 7:30PM. This annual event is for Middlebury families to enjoy walking through rooms decorated for Halloween. Refreshments will be served. Nonperishable food items will be collected for the Middlebury Food Bank.
- **Dedication Plaque Ceremony** for *The Friends of the Middlebury Library Organization* is scheduled on Tuesday, November 18, 2014 at 2PM
- **A Gift of Reverend Thomas J. Barry Plaque**
- **Staff Development: Webinars**
 - Marketing and Social Media: A Primer for Public Libraries
 - The Scoop on Series Nonfiction: More New Titles for Fall 2014
 - Creating Effective Surveys Webinar
 - Let's Read! New Books for the Newest Readers-children
Fall into Mystery

Library Update:

- **Library Passport Program:** 116 participated
This program was designed to encourage people to visit libraries and sign up for library cards during national library card month.

- **Family Read Event:** 37 participated
On September 25th the Middlebury Public Library hosted a Family Read Event featuring *Charlie and the Chocolate Factory*.
- **Connecticut Parent Magazine:** November 2014 will feature the Middlebury Public Library's recommended books in the "Children Bookshelf" column written by Anne Stephens.
- **Connecticut Community Foundation Grant**
An application to the Connecticut Community Foundation for a \$3,000 grant was submitted for senior citizens. Waiting on approval
- **Thomaston Savings Bank Grant (Acceptance Letter)**
A \$2000 grant from Thomaston Savings Bank Foundation Inc. has been awarded. The grant is for the purchase of library materials for the Teen Room within the Middlebury Public Library. Tonight at 6:30PM at the Thomaston Opera House, the Thomaston Savings Bank Foundation Trustees and Officers have invited grant recipients to a meet and greet. Library Board of Trustees will be in attendance as well.
- **VERSO 4 online catalog system:**
Interlibrary loans are now searchable directly in the Middlebury's online catalog. This allows our patrons to search not only our library's collection, but 480 libraries throughout the State of Connecticut. VERSO 4 is a modern online public access catalogue (OPAC) which directly feeds into the State of Connecticut's resource sharing system referred to as iCONN. The Middlebury staff and patrons alike find searching book titles easier and more efficient.
- **Dept.64 Repairs Account:**
Issues pertaining to the boiler, air handling units, and plumbing presently exists without the necessary funds in the repair account as mentioned last month.

Middlebury Publicity and Community Outreach:

- Current Newspaper Articles

	September 2014	
CIRCULATION	5606	
	Number of Programs	Number of Attendees
PROGRAMS		
Adult - Includes Technology Programs	42	191
Children	27	346
Teen	1	1
Specials	1 Willie Wonka	37
	1 Passport	116
Outside Groups	2	10
PROGRAM TOTAL	74	701
STUDY ROOM USAGE	75 times	121 people
	Active Cards	New Middlebury Residents
LIBRARY CARDS	2928	18
COLLECTION SIZE	67028	