



TOWN OF MIDDLEBURY

Library Board of Trustees

MINUTES MEETING OF THE LIBRARY BOARD OF TRUSTEES Tuesday, September 9, 2014 – 6:30 p.m. Middlebury Public Library 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

All members were present. The Chairman welcomed Peter Vaccarelli and Bob Desmarais on as members.

Approval of June 10, 2014 Minutes

Mr. Stowell MOTIONED to approve the minutes, SECONDED by Mrs. Engelman.
Unanimous approval.

Trustee Reports

Treasurer's Report

Mr. Stowell said that there have been no financial transactions in the brick sales account. The balance is \$40,160.00 with expenses of \$18,644.79 for an ending balance of \$21,515.21.

Mr. Clark MOTIONED to approve Treasurer's Report, SECONDED by Mr. Desmarais.
Unanimous approval.

Secretary's Report

Mr. Stowell read aloud the attached letters of commendation.

Mr. Stowell read aloud his resignation as the recording secretary for the Library Board of Trustees.

Director's Report

Mrs. LoRusso submitted the attached charts. She stated that Library Land is being much received. The community is very receptive to the study rooms; you can have a conversation with another student or teacher.

Mrs. LoRusso said that they have new members obtaining Library cards. They cleaned up inactive cards, i.e., someone in a residence had four cards; they narrowed it down to one.

Mrs. LoRusso said that program attendance is significant because they do not have a lot of money for programs, but they have the community's support of donations. The First Selectman always attends programs; she feels that the support is important.

Mrs. LoRusso said that the Autographic Program allows the Library to get money back from the State. Mrs. LoRusso added that people who rely on this that are on a limited book budget. There are 480 libraries from where they can request a book. These are books that they Library borrows and that they receive. Mr. Stowell asked how long it takes to get the books; Mrs. LoRusso said it was seven to ten days. When residents go and pick up the books, they are not listed in the statistics.

The Chairman said that based on the correspondence presented Mrs. LoRusso was doing a great job.

Mrs. LoRusso read aloud the attached Director's Report. The Library Passport Program is a statewide event. Overdrive is now stamped "Middlebury" in a digital format.

Mrs. LoRusso passed out several articles for the Board to view that have been published in the local newspaper regarding new programs and activities at the Middlebury Library over the summer months.

There will be a foreign film festival on Friday. There is a generous member of the Library who reviews foreign films and donates them to the Library. New movie release is on Friday at 1:00 pm.

Mrs. LoRusso said that part of their mission is to reach out to the community. They have been reaching out to the Superintendent.

Superintendent will be holding a meet and greet. She feels that it is important to have a good working relation. Create your own summer reading program was tied in with Region 15 program and it was very successful.

Mrs. LoRusso said that she takes very seriously what is going on in other Libraries. She said that they take reading very serious; collection evaluation is necessary. They have seen positive results in biographies. Their reading policy they held a meeting and reviewed their guidelines.

They have proper procedures in place for taking fine money. They have measures in place and they tally it. She has it set for deposit two or three times a week. There are two people monitoring it and there are checks and balances.

There is a retention schedule by the State; there are certain records that must be retained for a certain period of time.

Mrs. LoRusso said that they have put in a request to the Board of Finance and are in communication with the Chief Financial Officer regarding the transfer requests.

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

Old Business

None.

New Business

Resignation of William Stowell as Secretary

Mr. Desmarais MOTIONED to accept Mr. Stowell's resignation as Secretary, SECONDED by Mr. Clark. Unanimous approval.

Election of Secretary

The Chairman opened up the floor for nominations for Corresponding Secretary. Mr. Clark nominated Peter Vaccarelli as Corresponding Secretary, SECONDED by Mr. Stowell. Unanimous approval.

Time of Meetings

The Chairman stated that it has been mentioned in the past that it might be easier to change the meetings from 6:30 p.m., but the same day.

The Chairman MOTIONED to change the meetings going forward to 3:00 p.m. on the second Tuesday of the month for the rest of the year, SECONDED by Mr. Desmarais. Unanimous approval. The next meeting will start at 3:00 p.m. in the Connecticut History Room.

Study Room Signage

The Chairman said that the Library Director has received complaints that the numbers of the study rooms start from the right and to around to the left. The Chairman said that if we want to replace the signs there would be a cost and the funding would have to come out of the brick account. The Chairman said that she went on "Build A Sign.com". Mrs. LoRusso suggested that the Board checks with Waterworth.

Mr. Stowell said that he is working with Waterworth on signs for the school, so he would check on the signs needed.

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Library Director's Signage

The Chairman said that the Library Director does not have a sign indicating her title. She feels that the sign should state her title.

Father Barry's Plaque

The Chairman asked if everyone had seen the artwork. She feels that it is very necessary to put up the plaque. Mrs. LoRusso presented correspondence that contained a description about the painting that she received from Father Barry. The chairman said that the plaque should contain that it is a gift from Father Barry and that it is from Galaxy in Orbit. The Chairman said that she will contact Crown Awards and return to the next board of Trustees with pricing information; she will do the same for the other plaque. There was some discussion on what information should be placed on the plaque.

Mr. Desmarais MOTIONED to order a plaque for Father Barry not to exceed \$150.00, SECONDED by Mrs. Engelman. Unanimous approval.

Mr. Clark MOTIONED to purchase a plaque for the friends of the Library included everyone's name listed, but not to exceed \$150.00 SECONDED by Mr. Desmarais. Unanimous approval.

Mrs. LoRusso asked to have light refreshments for the presentation of each plaque. The Board agreed. She would like to do this in November.

Public Comments

None.

Adjournment

Mr. Desmarais MOTIONED to adjourn, SECONDED by Mr. Vaccarelli. Unanimous approval.

These minutes are submitted subject to approval.

Respectfully submitted,

Barbara J. Whitaker

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Recording Clerk