



TOWN OF MIDDLEBURY

Library Board of Trustees

MINUTES MEETING OF THE LIBRARY BOARD OF TRUSTEES Tuesday, November 18, 2014 – 3:00 p.m. The Meeting Room

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

Also Present: JoAnn Cappelletti, Library Director
Barbara Whitaker, Recording Clerk

Excused: Ron Clark, Sr.
Absent:

Call to Order with Pledge of Allegiance.

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

Approval of Minutes of October 14, 2014 Meeting

Mr. Desmarais MOTIONED to approve the minutes with the following correction, Mr. Stowell noted that on page two the third heading should be "Larkin Room" not "Larking Room", SECONDED by Mrs. Engelman. Unanimous approval.

Treasurer's Report

Mr. Stowell stated that there was \$900 deposited in the brick sales and room naming opportunities. There was an expenditure of \$119.85 for the two plaques ordered. The total bricks sales to date is \$41,060.00 and total expenses are \$18,964.64. Mr. Desmarais MOTIONED to approve the Treasurer's Report, SECONDED by Mr. Vaccarelli.

Secretary's Report

Mr. Vaccarelli read aloud card from Mr. and Mrs. Barra congratulating Mrs. LoRusso for putting on a successful 5k race and commended the entire staff of the Middlebury Library.

Director's Report

Mrs. LoRusso read aloud the attached statistics report. Mrs. LoRusso read aloud the attached December 2014 Calendar of Events.

Mrs. LoRusso composed the attached Funding Request form to be completed by Library staff when they are implementing a program.

Mrs. LoRusso stated that the Friends of the Middlebury Library set up a meeting to discuss the lower level space. Ron Vitarelli spoke Mrs. LoRusso concerning the Larkin

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Room use for the Friends' book sale. Mr. Vitarelli said that he thought they (the Friends) were being restricted access because of the Library Director's schedule. Mrs. LoRusso stated that this was not correct and Mrs. Smith agreed. Mrs. Smith stated that after checking the April 2014 minutes of the Board's meeting, the minutes show the Friends were denied going outside of the hours but it was because it is the Larkin Room policy that they are following. Mrs. LoRusso's schedule had nothing to do with this.

Mrs. LoRusso explained that there was some misunderstanding with the Friends about the Library storage space, the tenant's space and the bathrooms. Mrs. LoRusso said that Mr. Vitarelli said that there are no phone lines for their volunteers. Mrs. LoRusso explained that the lower storage area is just a storage area, and they allow the "Friends" to use that space. She suggested that Mr. Vitarelli come to the meeting today but he is not here.

Mrs. Smith said that there is a safety issue regarding the lower issue, there are books are all over and there are entry ways being blocked. Mr. Stowell stated that he went down to look at the space for a potential lease at the request of the First Selectman. Mr. Stowell went into the storage room (storage room for the Library). He was also concerned with safety issues, the racks that are being used for sorting are haphazardly put together with hose clamps and they aren't very well supported. He spoke with the First Selectman and came up with a plan to take the storage racks and have them bolted together and then move them against the outside wall and have them bolted into the wall (to avoid them tipping over), placing the table against the wall used for sorting and then putting the bricks in the corner and the back wall could be used for the Library to sort their things. The First Selectman gave Mr. Stowell permission to direct Kevin Dawes, Buildings and Grounds to take care of these tasks. He was also hoping that the Friends would be here. He will give Mrs. LoRusso a copy of the plan and she can share it. Mr. Desmarais said that he would be willing to lend his fire marshal experience to ensure that the area is up to code and make sure that these issues do not lead to other issues.

Mrs. Smith suggested that a set of guidelines be created regarding the use of storage area.

Mrs. LoRusso said that Mr. Vitarelli was also looking clarification on past relations. Mrs. LoRusso suggested that the Board should refer to the Handbook for Connecticut Library Friends. Mrs. LoRusso looked at how the Library Board of Trustees could have better communication with the Friends. She feels that we need to have a staff member as a liaison to attend the meetings. She has created a funding request, the staff is required to complete this, requires the Director's and friends approval. She feels that this will lead to better communication, and she'll know if they are going to support the project.

Mrs. LoRusso said that in the past requested the 3D printer, and the Friends sent her an 8 page questionnaire to fill out before they would honor the request. She feels that the

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Friends should support the Middlebury Library, and that the form is a better way to manage the Library.

The Board agreed that the liaison idea was a good way to keep the lines of communication open.

Mr. Stowell spoke with Waterworth signs on his way here today. He doesn't have anything better than the last time. He had in front of him the sample sign and the list of what the signs are. He said he's been there three times and he needed a definitive answer. It would take one week to have them ready, and another week to plan and he should have them ready by the mid-December. Mr. Stowell is requesting a letter be written to Waterworth explaining the commitment. Mr. Vaccarelli asked if there was a reason for a delay, Mr. Stowell said that Waterworth is just busy. Mr. Stowell said that a letter can be hand delivered to Waterworth by Joann LoRusso.

Mrs. LoRusso stated that she is still waiting for a permanent sign for the Quiet Reading Area. They are concerned with when the fireplace is going to be finished. It doesn't look finished without a mantle. Mr. Vaccarelli has done some work on pricing a mantle. He will get it to the board.

Mrs. LoRusso said that in the Technical Service Room, she would like to have the shelving put in place that was promised and the technical service for the staff workstations in place. At this time, Mrs. LoRusso passed out the attached small sketch of the area where the shelving will be placed. Mrs. LoRusso explained that there are three countertop locations they would like to put in place. Mr. Vaccarelli offered that the shelving already exists and they are in the storage space. He added that from a materials standpoint it is minimal, it would be miscellaneous materials, fastening devices, some paint, need some legs at the end of the countertop for support. The bulk of this is labor. This would include retrieving them from the space downstairs, measuring, cutting transporting them to tech room and installation. He feels that the budget would be between \$1250 and \$1500. Mr. Vaccarelli has received pricing from two people. Nasol Buildings and a local vendor submitted estimates. Both numbers are within \$100 of each other.

Mr. Stowell feels the work should be done, Mr. Desmarais said it needs to be done. Mr. Vaccarelli said that the most expensive item (the countertops are already here.) Mrs. Smith said that the funding will have to come from the brick account. Mr. Desmarais MOTIONED To have the technical services area refurbished for a cost between \$1250 and \$1500, SECONDED by Mr. Stowell.

The Larkin Room furnishes they are still getting quotes and assessing needs. The children's area (country-side setting), they are going to table until the summer.

At this time Mrs. LoRusso presented each Board member with a copy of the Connecticut Parent magazine. Ann Stevens and the Middlebury Library are featured

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on page 57. The Middlebury Library was also featured in the Republican American on the new catalog system.

At this time, Mrs. LoRusso handed out copies of the proposed 2015-2015 budget. She stated that they are asking for a 1.12% increase. The budget is itemized, and it is broken down for clarification. The request for approval is going to be submitted by December 1, 2014 to Larry Hutvagner, Chief Financial Officer.

Mrs. LoRusso explained that the \$27,216 in Power and Controls Charges does not include the tenant area. The heat, water and electricity are to be determined when a tenant is named. Mr. Stowell said that the Board of Finance needs to determine if they will be in the net number or an estimate into that figure. Library improvement (rent) goes into the general fund. They are not reimbursed for heat, water or electricity. Mr. Stowell said that the finance Board needs to understand this, he feels that this will have to be discussed. Mrs. Smith suggested an addendum to the estimated budget. Mr. Stowell will work with Mrs. LoRusso on this.

Mrs. LoRusso stated that repairs and maintenance is a constant conversation with the Board of Finance. She put in a request for additional monies last year, but the Board of Finance feels that the Library has been renovated and that the funds should come out of book. They didn't get the funds last year, things still come up.

Mrs. LoRusso kept the amount for contractual cleaning the same even though they have an increase in square footage. She feels that the carpet should be cleaned this is a high traffic area.

Mrs. LoRusso has broken some items into additional line items into more specific categories. Mrs. LoRusso said that there has been some savings is shown in Auto Circulation System because the Library is now standalone and not a part of a consortium.

Mr. Vaccarelli asked Mrs. LoRusso how close she is running to the number of last year. She said she is conservative, they are in good shape except for repairs and maintenance and they have had issues with the air conditioner. They are very deficient with repairs.

Mrs. LoRusso added that the Library received a \$2,000 grant from Thomaston Savings Bank for teen collection however this money has to last until June 30, 2015. They are waiting on a Connecticut Community Foundation Grant, they haven't heard anything yet. Mr. Stowell feels that the Library is headed the right way and that Mrs. LoRusso is correct is making the transfers at the end.

Mrs. LoRusso added that they are deficient in repairs and maintenance and dues and publications. She keeps an ongoing book of every time she does a transfer so it refreshes her memory of areas in need.

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Mr. Stowell recommended that an addendum to the Board of Finance be worked up regarding the rental of the space. Mr. Desmarais said that the budget presented is a very good start. Mrs. Smith agreed on an addendum to the budget.

Mr. Stowell MOTIONED to approve the draft budget to be presented to the Chief Financial Officer as presented by Mrs. LoRusso, seconded by Mr. Desmarais.

Mr. Stowell MOTIONED to accept the Director's Report, SECONDED by Mrs. Engelman.

Mrs. Smith said that Board was holding today's meeting in the Meeting Room because she thought this room better because it gave the Board more room and it makes them more accessible to the public.

Mr. Desmarais MOTIONED to approve the meeting schedule for 2015 Meeting of the Library Board of Directors to meet on the second Tuesday monthly at 3:00 p.m. in the Meeting Room at the Middlebury Library except in July with the alternate night for a cancelled meeting to be the following Tuesday, SECONDED by Mrs. Engelman.

Public Comments

None.

Dawn said that their extension of support goes to the Director, but also to all of the organizations.

Adjournment

Mr. Stowell MOTIONED to adjourn, SECONDED by Mr. Desmarais at 3:56 p.m. 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: 11/17/2014

Re: Treasurer's Report

There was \$900.00 deposited in the Brick Sales and Room Naming Opportunities accounts during the month of October/November 2014 from the sale of 6 bricks. There was an expenditure of \$119.85 for the two plaques ordered,

Total Brick Sales to date = \$41,060.00

Total Expenses to date = \$18,964.64

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account = \$22,295.36

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 November 18, 2014 1 page

Statistics for October 2014 (Handout)

Library Programs, Services and Upcoming Events (Calendar)

Library Update

Friends of the Middlebury Library Meeting: At the request of the *Friends of the Middlebury Library* board member, Ron Vitarelli, a meeting to discuss the lower level space and past practices took place on Monday, October 20, 2014. Mr. Vitarelli was encouraged to attend a Library Board of Trustee's meeting for clarification.

Renovation Project Update:

- Signage
- Quiet Reading Area
- Technical Service Room
- Larkin Room Furnishings
- Children's Area

Middlebury Publicity and Community Outreach

Connecticut Parent Magazine: The November 2014 issue featured the Middlebury Public Library's recommended books in the "Children Bookshelf" column written by Anne Stephens. (Handout)

Current Newspaper Articles

Library Budget FY15-16 (Handout)

Request for Approval: submission to Chief Financial Officer, Larry Hutvagner, on or before December 1, 2014

	October 2014	
CIRCULATION	6007	
PROGRAMS	Number of Programs	Number of Attendees
Adult - Includes Technology Programs	46	181
Children	33	319
Teen	0	0
Specials	1 Haunted House	110
	1 Cupcake Contest	60
	1 5K Run/Walk	87 Participants
Outside Groups	5	21
PROGRAM TOTAL	87	778
STUDY ROOM USAGE	79 times	127 people
		New Middlebury Residents
LIBRARY CARDS	2930	16
COLLECTION SIZE	66598	

MIDDLEBURY PUBLIC LIBRARY

Funding Request

Employee Name: _____

Department: _____

Type of Program/Project

- Adult Children Community
- Senior Teen Other

Date of Program: _____

Brief Description of Program:

You must submit request for Director approval in order to proceed with program.

Employee Signature *Date*

Director Approval

- Approved
- Rejected

Comments:

Director Signature *Date*



TOWN OF MIDDLEBURY
Library Board of Trustees

2015 MEETING SCHEDULE
EVERY SECOND TUESDAY – 3:00 p.m MONTHLY
MIDDLEBURY LIBRARY – MEETING ROOM

Tuesday, January 13, 2015	Tuesday, June 9, 2015
Tuesday, February 10, 2015	Tuesday, September 8, 2015
Tuesday, March 10, 2015	Tuesday, October 13, 2015
Tuesday, April 14, 2015	Tuesday, November 10, 2015
Tuesday, May 12, 2015	Tuesday, December 8, 2015

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Nov 17, 2014
Middlebury Public Library
Tech Room Counter Upgrade
Not to Scale
P2V

