



TOWN OF MIDDLEBURY

Library Board of Trustees

MINUTES
LIBRARY BOARD OF TRUSTEES MEETING
Tuesday, December 9, 2014 – 3:00 p.m.
The Meeting Room

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

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

Call to Order

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

Attendance

All members were present.

Approval of Minutes of November 18, 2014 Meeting

Mr. Desmarais MOTIONED to approve the minutes with the corrections listed, SECONDED by Mrs. Engelman. Unanimous approval.

- JoAnn LoRusso was present not JoAnn Cappelletti
- The budget should be 2015-2016
- The Library Board of Trustees will not meet in July and August 2015
- Second page third paragraph "for" missing
- Library staff member
- Book should be book account
- Various typos

Treasurer's Report

The Treasurer read aloud the attached report.

Mr. Vaccarelli questioned the Treasurer regarding payment for the countertops. The Chairman requested that Mr. Vaccarelli give the invoice to Mr. Stowell.

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

Secretary's Report

Mr. Vaccarelli stated that Mrs. LoRusso received a letter on the grant. Mrs. LoRusso added also that the First Selectman has signed a copy of the acknowledgement letter from the Connecticut Community Foundation. Mr. Vaccarelli read aloud the attached letter.

Director's Report

Mrs. LoRusso presented the attached report including the monthly statistical information.

Mrs. LoRusso explained to the Board that she and the staff are running into glitches at closing. She explained that there are tutors are coming in to use the Library as the Middlebury Public Library does not charge the tutors for this service. Mrs. LoRusso said that the tutors are coming in from 4:00 p.m. to 5:00 p.m. (the Library closes at 5:00 p.m.) and they are staying over five to fifteen minutes which is causing a problem with staff leaving at 5:00 p.m.

Mrs. LoRusso added they are requesting that the tutors leave the rooms fifteen minutes before closing (this is already policy, and the tutors are signing the agreement which outlines the terms). Mr. Clark said that common courtesy would be that they (tutors) leave the room at the times set on the terms. Mr. Stowell added that the parents of the children being tutored should also be aware of the policy as well. Mrs. LoRusso said that the tutor is not a Middlebury resident, and the parent feels that they are entitled because they are residents. Mrs. LoRusso said that they try to approach the parents at closing if they don't already know the policy. Mrs. LoRusso said that they lock the doors at 4:50 p.m.

Mr. Clark said there has to be some protection for the staff, and we cannot ask the employees to stay beyond the time they are required and paid. Mr. Clark encouraged that if someone gives the staff a hard time, they may need to call someone to assist.

Mrs. LoRusso said that they may have to amend the policy in January if talking to the parents does not work.

Mrs. LoRusso encouraged the Board to attend the Christmas Caroling with Santa activity in the Larkin Room on Thursday, December 11th starting at 6:30 p.m., and that on Thursday, December 18th the Library will host a Candlelight Concert at 6:30 p.m.

Mrs. LoRusso said that they are following the Town hours for the upcoming holidays, however, they feel that on Christmas Eve they feel that they should follow a 10:00 a.m. to 2:00 p.m. schedule. Mr. Stowell asked for a list of the holidays Mrs. LoRusso is thinking of doing this schedule for next year, and if she would like to do this, it needs to be considered ahead of time. Mrs. LoRusso explained that currently, if full-timers want to take a personal or vacation day they can take those days. Part-timers do not get

benefits, so they try to make accommodations and they discuss the time off. There was some discussion.

Mrs. LoRusso said that the suggestion was made that they follow Region 15's closing schedule, but she feels that is extreme. Mrs. Smith suggested that the Library Director present this issue again in January to the Board under Holiday Closing and Storm Weather Policy.

Mrs. LoRusso stated that in the past, the Genealogy Club would come to the Library on a set Saturday of the month. The policy in place now was not the case. She explained that now, the Larkin room is for the Library's use first and then they open it up to members in town. The Genealogy Club wants to book the Larkin Room for the whole year and not three months at a time. She feels that residents in town should be able to use that room as well, and she has had to reschedule other organizations during the three month time in which the Genealogy Club had the room reserved.

Mrs. LoRusso said that she has explained to the Genealogy Club that when their next three months comes to a close, they would not be able to use the room in April, because of the Art League coming in, and that the room would not be available in May (because of the Friends' book sale) and starting in June on Saturday's they would be closed. Mrs. LoRusso suggested that they come and speak with the Chairman about their displeasure regarding the Larkin Room policy. Mrs. LoRusso has had to turn other organizations away because the Genealogy Club has reserved the Larkin Room. She added that there are other community organizations that she is turning away (Garden Club and Middlebury Police Explorers).

Currently, Mrs. LoRusso is booking the Larkin Room out three months to groups. There was some discussion on how many consecutive months a group can book ahead at the Library. Mrs. LoRusso said that she will reduce the amount of months a group can book ahead to two months. The Chairman suggested that Mrs. LoRusso state that each group can only use the Larkin Room so many times a year. Mr. Clark said that the policy should be fair and that people understand the policy. Mrs. LoRusso said that by following a number limit it imposes the restriction so that use of the room is fair to everyone.

Mrs. LoRusso said that she conferred with Mr. Vaccarelli on square footage in coming up with the heating and electrical estimates for usage in the rental space area. They are not able to breakdown heating and water. If there is a tenant occupying space in that area, she needs to know how she's paying for heating and water and power usage.

Mr. Stowell suggested that the Board of Finance be asked to put the number in for these utilities and that the number not be part of the Library. Mr. Stowell added that if this isn't done, the Library Director will be told that it's her job to manage the budget. He added that determining this number is difficult heat wise because there are unknown variables. Mr. Stowell said that Larry Hutvagner, Chief Financial Officer suggests raising this by 10%, but Mr. Stowell feels that the CFO should come up with a number.

Mrs. LoRusso said that she was requested by the Chief Financial Officer to come up with total cost number and apply it to the square footage of rental space. Mr. Stowell has a call into the realtor, but he has not heard back. Mr. Stowell said that the Library Director should not be trying to figure out this number. He said that the Board's position should be that whatever the CFO recommends is what they will use and that the Board of Finance Liaison should be told that it (number) should be put into the contingency.

Mrs. LoRusso explained that the CFO is under a time constraint, and that she would discuss this with the Board. Mr. Vaccarelli said that percentages in rentals often fail. Mr. Stowell said that this is why the CFO should be working with the Public Works Director and the engineers. He (CFO) should use his resources to come up with this number.

Mr. Clark said that the space will be rented by the Town and his concern is if we rent it and come up short, the Library is going to be responsible. Mr. Vaccarelli said that the check for the rent goes to the Town.

Mr. Stowell MOTIONED that the Library Board direct the Library Director to not set a number for the anticipated utility usage by the tenant, SECONDED by Mr. Clark. Unanimous approval.

Mrs. LoRusso said that the Irene Walker Reading Room lettering was never done and the invoice was paid. Mr. Waterworth is willing to come up with a 24x32 standard wooden sign that says "Irene Walker Reading Room". He has already been paid \$692.00 for a permanent sign (only) that was never delivered.

There was some discussion on the attached invoices.

Mrs. Smith asked if it was possible for the Library Board to get the plaque for the Irene Walker Reading room from Crown Awards at a lower price. Mrs. LoRusso said that she does not know what the terms were between the person who set the requests for the plaques to be made originally and Waterworth. Mr. Stowell agreed

that Crown Awards pricing should be checked. Mrs. Smith will check with Crown Award on this pricing and bring the information back in January.

Mr. Vaccarelli would like to see a signed proposal for the Library Board of Trustee's obligation to Waterworth signs. The Board agreed that Mrs. LoRusso would communicate with Mr. Waterworth that the Board is looking into the situation.

Mrs. LoRusso added that the Library had been featured in local newspapers regarding the food drive, haunted house, and the auto circulating system. Mr. Clark stated that he came to the puppet show with his grandchildren, and it was great. There was a great turnout.

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

New Business

Town of Middlebury Code of Ethics

Mrs. Smith handed out the Code of Ethics acknowledgement. Mr. Stowell noted that the Code of Ethics was not copied properly and that the even pages were missing from the text. Mr. Stowell declined to sign the acknowledgment however; all other Board members signed their acknowledgments and asked this writer to return them to Liz Callahan.

Guidelines for Friend's on Use of the Storage Area

The Chairman then asked for open discussion for what types of Guidelines should be adhered to and then they can vote on it in January. The Board agreed on the following:

Keep all entry ways free of obstructions. Keep all books and materials off of the floor.

Mr. Vaccarelli said that there should be something clearly indicating that Library equipment in the storage area should not be moved. Mrs. LoRusso suggested that there "without a written request and written approval by the Library Director" be included. Mr. Vaccarelli also suggested language that indicates that the Friends are responsible for removing trash removal after each use. There was some discussion on the timing and removal of trash. Mrs. Smith said that the Library Board of Trustees wants to ensure that the safety and fire codes are being adhered to.

Mr. Clark asked if the Friends have a key. Mrs. Smith said that Chris Parker was given one key and advised not to make copies of it; but the Library Board of Trustees believes that copies have been made. There was some discussion on the return of the copies of these keys. Mr. Clark said that the environment should be safe and there should be some restrictions. Mr. Vaccarelli added that there is a liability issue

to have more than one key out, especially if someone were to get hurt. Mr. Vaccarelli said this should not be allowed. Mrs. Engelman said that there should be an explanation of safety and health to the Friends. There was some discussion on the distribution of keys. Mrs. Smith will ask Mr. Parker how many keys have been distributed and there are more than one key that has been distributed she is going to ask for the keys back.

Mr. Clark suggested it would be best if a new lock be installed with a policy that indicates a clear understanding of what the restrictions are and that the one key holder is responsible for anyone in the group to accesses the building. Mr. Vaccarelli said that it has to be understood that the reason for doing this is for purely liability issues and that the restriction is not being made maliciously. Mr. Vaccarelli said that if we rekey and multiple keys are made, the policy should be that there will be no key.

Mrs. LoRusso reminded the Board that whatever decision is reached, Dan Norton, the Public Works Director must be advised because he is in charge of the building and she is in charge of the Library.

Mrs. Smith and Mrs. LoRusso will meet to discuss the policy change with Mr. Parker.

Adjournment

Mr. Desmarais MOTIONED to adjourn, SECONDED by Mrs. Engelman.

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: 12/8/2014

Re: Treasurer's Report for the period November 11 through December 8, 2014

There was no deposits to the Brick Sales and Room Naming Opportunities accounts during the month of November/December 2014.. There was an expenditure of \$135.00 for brick order and \$81.71 for supplies for the Friends of the Library event.

Total Brick Sales to date = \$41,060.00

Total Expenses to date = \$19,181.35

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account = \$21,878.65

Respectfully,


Bill Stowell

Treasurer, Middlebury Public Library Board of Trustees

	A	B	C
1		November 2014	
2			
3	CIRCULATION	5851	
4			
5	PROGRAMS	Number of Programs	Number of Attendees
6	Adult - Includes Technology Programs	40	165
7	Children	24	253
8	Teen	2	2
9	Specials	1 Holiday Ballet	130
10	Outside Groups	2	12
11	PROGRAM TOTAL	69	562
12			
13	STUDY ROOM USAGE	57 times	94 people
14			
15		New Middlebury Residents	
16	LIBRARY CARDS	18	
17			
18	COLLECTION SIZE	66227	

To: Middlebury Library Board of Trustees
From: Jo-Ann LoRusso, Director

Re: Director's Report December 9, 2014 2 page

Statistics for November 2014 (HANDOUT)

Library Upcoming Events:

- Caroling with the Santa Dec.11 at 6:30PM
- Christmas Concert by Candlelight Dec.18 at 6:30PM

Library Update:

In observance of the following holidays, December 24, 2014 and December 31, 2014 will follow the Town of Middlebury's schedule.

Future recommendation: The Library would follow Saturday Hours of operation: 10-2pm (4hours) for holidays. Library staff is nonunion.

CT Community Foundation awarded the Library a \$3,000 programming grant specifically for senior citizens. We are currently waiting to receive funds. The acceptance application was sent directly to the First Selectman for his signature. Programming should begin late January and end in June. All programs are geared to the L.I.F.E. Libraries Inspiring Fitness Education for seniors created by the Middlebury Public Library. Our retired community members have expressed an interest in yoga and cooking classes.

Larkin Room Policy Update: The Naugatuck Valley Genealogy Club was encouraged to attend a Library Board of Trustees meeting to express their concerns regarding the current usage of the Larkin Room.

Fiscal Year 2015-2016 Budget Memorandum submitted to Mr. Lawrence Hutvagner, Chief Financial Officer on December 1, 2014 stating the following:

I have enclosed a separate sheet which list by account numbers an explanation of changes made to the budget for next year. In addition to the notes attached I offer the following information. Salaries are for the current staff with no change in the number of employees or the projected hours worked. For the Power & Controls Charges and Repairs and Maintenance accounts I have used the best estimates I could utilizing information on the operating costs incurred since we moved back in to the renovated space and input from public works. For the Heating Oil

account I used the estimate from last year's usage. These accounts are all based on the current configuration of the library without a tenant in the basement area. If the basement space is leased then these amounts will need to be increased provided they are to be charged to the Library budget. I cannot emphasize enough that the library budget as presented cannot absorb the additional costs that would be incurred if the space is occupied.

David Watterworth Signs was hired during the construction project 2012-2013 to provide the Library with signage. We met to review the outstanding order Wednesday, December 3, 2014. After reviewing the order and determining the current Library needs, Mr. Watterworth has provided a quote for Board of Trustee approval. (HANDOUT)

Middlebury Publicity and Community Outreach:

- Current Newspaper Articles