



# TOWN OF MIDDLEBURY

## *Library Board of Trustees*

### MINUTES MEETING OF THE LIBRARY BOARD OF DIRECTORS Tuesday, January 13, 2015 – 3:00 p.m. The Meeting Room

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

**Also Present:** JoAnn LoRusso, Library Director  
Robert Rafford, NV Genealogy Club Advisor  
Barbara J. Whitaker, Recording Clerk  
Paul Hadzima, President NV Genealogy Club  
Donna Kelly, NV Genealogy Club

#### **Call to Order with Pledge of Allegiance**

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

#### **Attendance**

All Board members were in attendance.

#### **Approval of Minutes of December 9, 2014**

Mr. Clarke MOTIONED to accept the above-mentioned minutes as submitted, SECONDED by Mr. Vaccarelli. Unanimous approval.

#### **Trustee Reports**

##### Treasurer's Report

Mr. Stowell reported that it was a quiet month as there were no expenditures or receipts. The Board received a check from the estate of Ann Madden for \$1,000.00. Mr. Desmarais MOTIONED to approve the Treasurer's Report, SECONDED by Mrs. Engelman. Unanimous approval.

Mr. Stowell stated that at last month's Board meeting, the Board members expressed concern about the Library's budget if a tenant were to move in the area below. Specifically, the Library Director was asked by the Chief Financial Officer to add utility costs to her budget to cover the tenant. The Board was concerned that if the Library Director did not come up with a figure to cover the expenses there might be some issues.

Mr. Stowell, Mrs. Smith and Mrs. LoRusso had a meeting with the First Selectman and the Chief Financial Officer. It was a productive meeting and they agreed that it would be best to set up a separate account to charge the utilities cost and a fair share estimate for repairs to the equipment that would be outside of the Library's general operating budget under Fund 64.

Mr. Desmarais MOTIONED to accept the attached Treasurer's report, SECONDED by Mr. Vaccarelli. Unanimous approval.

### **Secretary's Report**

Mr. Vaccarelli had no report. He indicated that things had been quiet.

### **Director's Report**

Mrs. LoRusso said that December was an action packed month at the Library and that most of the Board attended programming for December.

Mrs. LoRusso handed out a Calendar of Events for January. The Library will feature 3D printer demos on Tuesday January 6<sup>th</sup> and 20<sup>th</sup> at 6:00 p.m. and Wednesday, January 14<sup>th</sup> and 27<sup>th</sup> at 3:00 p.m.

Mrs. LoRusso Connecticut Community Foundation awarded the Library a grant for \$3,000 for senior citizens programs. The senior community has expressed an interest in yoga and cooking classes.

Two transfer requests are being reviewed by Vincent Cipriano, the Library's Board of Finance Liaison to be presented to that Board at their Wednesday, January 14, 2015 meeting.

David Waterworth Signs was hired in 2012 to make signs for the Library. Since then, Waterworth has submitted invoices along with a credit for the Irene Walker plaque and is waiting for a directive from the Library Board of Trustees. There was some discussion.

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

### **Old Business**

#### **Crown Awards Plaque for Irene M. Walker**

The Chairman had taken on the task for looking for a plaque for Irene M. Walker, she looked at Crown Awards and they do not offer a plaque that is 20"x16" in size. She looked at Plaque Maker, another vendor and they will do bronze plaques 12"x15" for \$180.00 or an 18"x24" for \$325.00. Mrs. Smith asked the Board for a decision on how much money should be spent on the plaque. Mrs.

Smith suggested that the Board has a credit with Waterworth signs for \$38.00 and that the plaque should be made by Waterworth.

Mrs. LoRusso said that Waterworth was willing to provide the Library with a plaque for \$692.00 and cut the letters out. Mr. Stowell suggested that the Board get a price for the plaque; he feels that the bigger plaque is the way to go, and the Board agreed. Mrs. LoRusso will request that Mr. Waterworth come into the Library to discuss the plaque and the outstanding invoice.

At this time Mrs. Smith handed out a sample of what she felt should be listed on the plaque and asked the Board for their suggestions or changes that they could bring back to the next meeting. Mrs. LoRusso asked what the plaque should match. The Chairman suggested that it match Father Barry's plaque and Mr. Desmarais said that there should be some consistency. The Board agreed that the 20"x16" plaque would be a nice, and that it could be a little larger, but not by very much. Mr. Stowell suggested that the plaque have brass plate lettering. Mr. Desmarais asked about the pricing per lettering. Mrs. LoRusso will have to find out about this pricing when she meets with Mr. Waterworth.

#### Study Room Policy Revision

At this time Mrs. Smith presented the board with a draft outlining procedures regarding the Friends of the Middlebury Public Library's use of the Library's lower level storage area facility. The draft is attached. Mr. Vaccarelli MOTIONED to adopt the Study Room Usage Policy, SECONDED by Mr. Desmarais. Unanimous approval.

Mr. Stowell met with Mr. Desmarais (former Fire Marshal) and Kevin Dawes from the Public Works Department to look at the layout of the lower level storage area because of the concern that it is currently unsafe because the stacks are held together with hose clamps and they are very dangerous. The stacks will be moved to the outside wall and will be attached to the wall and the pieces will be bolted together. Mr. Stowell and Mrs. LoRusso prepared the attached schematic outlining the plan. The aisles have three feet in between them.

Mr. Stowell received a response from Chris Parker to his email about the current conditions being unsafe. Mr. Parker asked for a timeline of when these changes would take place. Mr. Parker would like to know if there would be room for him to put in additional shelving he is going to get from Westover. Mr. Stowell said he did not answer the request, and that the shelving and storage area permitted (on the schematic) should be sufficient.

Mr. Desmarais offered that the OSHA standard might be wider than the three feet in the plan and that someone should double check the regulation.

Mr. Vaccarelli stated that the plan looks good, and he doesn't see where the Friends could be given more space. The Chairman added that she feels the plan is great and that there is no need for additional shelving.

Mr. Desmarais MOTIONED that the board adapt Draft #2 as the new procedures for the lower level, SECONDED by Mr. Desmarais.

Mr. Desmarais MOTIONED to accept the new schematic for the lower level, SECONDED by Mr. Clark. Unanimous approval.

Mr. Vaccarelli stated that there currently is a copier in the Library's storage that no one is sure what to do with. Mrs. LoRusso said that they had a copier that was under lease and when the new copier was purchased, the former Library Director did not know that she could not break the lease for the old copier. Mrs. LoRusso said that this was seven to nine years ago. Mr. Stowell asked the name of the leasing company and Mrs. LoRusso said she would have to look back in the records to check. Mr. Vaccarelli said that the copier has been moved three or four times. Mrs. LoRusso said that it hasn't been used because it was not functioning. Mr. Stowell will draft a letter to Konica requesting the copier be picked up, but he will have the Chief Financial Officer review the letter before it is sent.

Mrs. Smith congratulated Mrs. LoRusso and the entire staff at the Middlebury Library for being chosen to be a role model for the State of Connecticut's Rising to the Challenge Re-Envision Public Libraries Movement.

### **New Business**

None.

### **Public Comments**

At this time Robert Rafford, Naugatuck Valley Genealogy Club Advisor and Paul Hadzima, President of the Naugatuck Valley Genealogy Club introduced themselves.

Mr. Rafford presented the attached Introduction to the Naugatuck Valley Genealogy Club.

Mr. Hadzima explained that the Genealogy Club is looking for the Board to allow the Club to continue to function as they have in the past at the Middlebury Library with a fixed day and place for their monthly meetings, one year at a time.

At this time Donna introduced herself. She explained that she feels it is hard to go from the Middlebury Library to another location because the Library is so

nice. She said it is convenient to meet here because of the parking, the location of the building and the access to the handicap restroom.

The Chairman thanked the Genealogy Club for their presentation and notified the group that the Board would get back in touch with them after they've had a chance to consider their request.

**Adjournment**

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

These minutes are submitted subject to approval this 15<sup>th</sup> day of January 2015.

Respectfully submitted,  
Barbara J. Whitaker  
Barbara J. Whitaker  
Recording Clerk

# Memorandum

**To:** Middlebury Public Library Board of Trustees

**From:** Bill Stowell, Treasurer

**Date:** 1/12/2015

**Re:** Treasurer's Report for the period December 9, 2014 through January 12, 2015

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There were no deposits to nor expenditures from the Brick Sales and Room Naming Opportunities accounts during the period of December 9, 2014 through January 12, 2015.

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

Memorandum

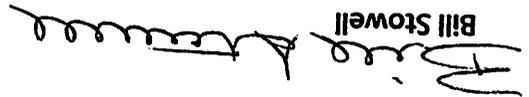
Date: January 12, 2015

From: William Stowell, Treasurer

To: Library Board of Trustees

Subject: Budget for Utilities for the Basement

Following last month's meeting the Board directed the Director not to submit estimated costs for the utilities for the basement space in the event that it was rented. After discussions with the Chief Financial Officer a meeting was held on the 16<sup>th</sup> of December with The First Selectman, The Chief Financial Officer, Rita Smith, Bill Stowell and Jo-Ann Lorusso to discuss this issue. It was decided at the meeting that the Chief Financial Officer would set up a separate account to charge the utilities cost and a fair share estimate for repairs to the equipment that would be outside of the Library's general operating budget under Fund 64. The account would be set up a new account under Fund 65. There was discussion as to the amount to be budgeted under that account and an agreed amount was settled on. This will protect the Library's Fund 64 budget from being lowered if the space is rented and additional charges are incurred as a result of a tenant occupying the space.



Bill Stowell

Treasurer

1

**TOWN OF MIDDLEBURY**

1212 Whittamore Road  
Middlebury, CT 06762

**BUDGET TRANSFER REQUEST**

Date: 1/6/2015  
To: Vincent Cipriano  
From: Jo-Ann LoRusso, Library Director  
RE: \_\_\_\_\_

**Budget Transfer # :**

**Explanation of Transfer of Funds:**

7 public computers are in need of replacing due to their outdated operating system. Windows XP is no longer supported.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I respectfully request the following transfer(s):

	<u>Acct #</u>	<u>Acct Name / Title</u>	<u>Increase</u>	<u>Decrease</u>
To:	<u>01-64-02-6605</u>	<u>Technology \$691 each X 7 = \$4,837 estimated</u>	<u>\$4,837 estimated</u>	_____
From:	<u>01-64-03-6604</u>	<u>autocirculating system</u>	_____	<u>\$4,837</u>

To: \_\_\_\_\_

From: \_\_\_\_\_

*Please provide an explanation for the above request(s). If you have any questions regarding this procedure, please contact Larry Hutvagner @ 203-577-4161 or lhutvagner@middlebury-ct.org*

Reviewed Chief Financial Officer: \_\_\_\_\_

Reviewed First Selectman: \_\_\_\_\_

Approved by: \_\_\_\_\_

Denied by: \_\_\_\_\_

Date: \_\_\_\_\_

Posted by Finance Dept: \_\_\_\_\_

**NOTE: ALL TRANSFERS OVER \$1,000 require BOF VOTE Approval.  
ALL TRANSFERS UNDER \$1,000 must be approved by BOF Liaison.**

Finance Department 3/1/2012

**TOWN OF MIDDLEBURY**  
1212 Whittemore Road  
Middlebury, CT 06762

**BUDGET TRANSFER REQUEST**

Date: 1/6/2015  
To: Vincent Cipriano  
From: Jo-Ann LoRusso, Library Director  
RE: \_\_\_\_\_

Budget Transfer # :

**Explanation of Transfer of Funds:**

Funds needed to build up the Middlebury's digital collection(eBooks)- no longer access to previous provider's collection .

I respectfully request the following transfer(s):

	<u>Acct #</u>	<u>Acct Name / Title</u>	<u>Increase</u>	<u>Decrease</u>
To:	<u>01-64-03-6601</u>	<u>Books-OverDrive Digital Collection</u>	<u>\$1,500.00</u>	
From:	<u>01-64-03-6604</u>	<u>autocirculating system</u>		<u>\$1,500</u>

To: \_\_\_\_\_  
From: \_\_\_\_\_

*Please provide an explanation for the above request(s). If you have any questions regarding this procedure, please contact Larry Hutvagner @ 203-577-4161 or lhutvagner@middlebury-ct.org*

Reviewed Chief Financial Officer: \_\_\_\_\_  
Reviewed First Selectman: \_\_\_\_\_  
Approved by: \_\_\_\_\_  
Denied by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Posted by Finance Dept: \_\_\_\_\_

**NOTE: ALL TRANSFERS OVER \$1,000 require BOF VOTE Approval.  
ALL TRANSFERS UNDER \$1,000 must be approved by BOF Liaison.**

From: **Rita Smith** rhsmith417@sbcglobal.net

Subject: **Re: Sample Guidelines Letter to the Friends 2nd draft 1/12/15**

Date: **January 12, 2015 at 9:37 PM**

To: rhsmith417@sbcglobal.net, bill stowell1947@yahoo.com, rdesmarais9@att.net, rclarkrn@sbcglobal.net, pcav1237@att.net, marilyn.engelman@gmail.com, jlorusso@middlebury-ct.org

On Jan 8, 2015, at 5:27 PM, Rita Smith <rhsmith417@sbcglobal.net> wrote:

Dear Friends of The Middlebury Public Library,

The following procedures have been adopted by the Library Board of Trustees to secure safety and comfort, while maintaining efficient operation of the Library's Lower Storage Area facility and consideration to all involved.

Adherence to these procedures is mandatory. Any violation will result in loss of the use of the above mentioned facility.

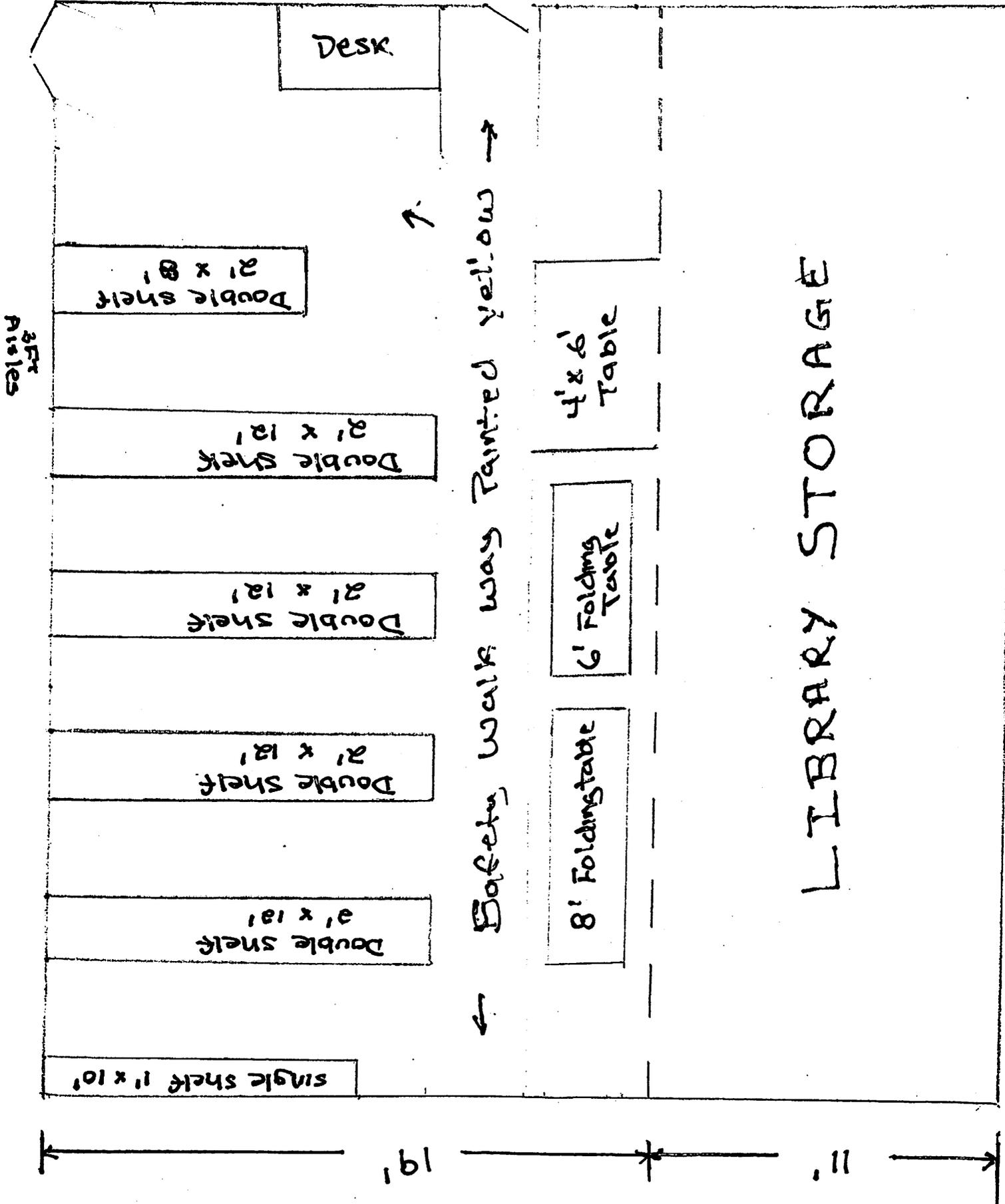
- 1.) All entryways and exits should be kept free of obstructions at all times.
- 2.) All books and other materials should be kept off of the floor at all times.
- 3.) Movement of library equipment or furnishings require prior written authorization from the Library Director.
- 4.) Users of the facility will be responsible for all trash removal after each use.
- 5.) There will be only 1 key for access given to the Friends, and under no circumstances shall this key be duplicated.

Please join us in our attempt to ensure Public Safety.

Middlebury Library Board of Trustees

Adopted on 1/13/15

*Draft H2*



Desk

Double shelf  
2' x 8'

Double shelf  
2' x 12'

single shelf 1' x 10'

← Safety walk way Painted yellow →

4' x 6'  
Table

6' Folding  
Table

8' Folding table

LIBRARY STORAGE

3 FT  
Aisles

19'

11'

11'

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

**Re: Director's Report** January 13, 2015 2 page

**Statistics for December 2014** (HANDOUT)

**Library Programs, Services, and Upcoming Events:** (Calendar HANDOUT)

*Watertown Art League Art Show* (WAL) to be held tentatively during the month of April 2015 featuring local artists. We are currently working out the details. Signs on the main road and side road announcing the art show will be posted. WAL members will place paintings in the main lobby and Larkin Room. They will remain until April 18, 2015 (tentative) at which time they will be removed for the Friends Book Sale event in May 2015.

*Friends of the Middlebury Library Annual Book Sale* to be held starting May 2, 2015. Set up will begin on Wednesday, April 22 and break down will be completed tentatively the week ending May 9, 2015. Book sale hours have not been discussed.

**Library Update:**

**Holiday Hours:** In observance of the following holiday, December 24, 2015 The Library would follow Saturday Hours of operation: 10-2pm (4hours). Library staff is nonunion. Eligible staff members are given the option of using personal time or vacation time.

**CT Community Foundation** awarded the Library a \$3,000 programming grant specifically for senior citizens. All programs are intended for seniors and geared towards L.I.F.E. (Libraries Inspiring Fitness Education) created by the Middlebury Public Library. Our retired community members have expressed an interest in yoga and cooking classes. Please refer to our monthly calendar of events for more information.

**TRANSFER Update:** (HANDOUTS)

Two transfer requests are presently being reviewed by our Board of Finance liaison, Vincent Cipriano. The dollar amounts require Board of Finance approval. All transfer requests are within Dept.64 Budget FY14. No Board of Trustees action necessary.

**David Watterworth Signs** was hired during the construction project 2012-2013 to provide the Library with signage. Mr. Watterworth has submitted invoices along with a credit for the Irene Walker plaque, and a proposal to

complete this project. He is waiting to hear back from the Middlebury Public Library after a directive from the Board of Trustees. It is recommended to maintain the letters already installed above the mantle once complete. The mantle should be placed 24 inches from the existing letters. This would allow for artwork to be displayed. An approximately 20 X 12 inch wooded maple plaque with brass lettering in recognition of Irene Walker is recommended to complement the already existing plaques throughout the Library.

**Study Room Policy Revision:** (HANDOUT)

Recommendation was sent to all Trustees for discussion

**Children's Nonfiction and Fiction Collection**

Middlebury Public Library is in the process of shelf reading the nonfiction and fiction book collection in the Children's area. We are reviewing the collection and making any corrections in the catalog that is necessary. Including, replacing spine labels, repairing, and weeding using the CREW (continuous review, evaluation, and weeding) method. In order to compliment the Region 15's common core curriculum, we are updating and adding to the nonfiction area. The collection in the Adult area has been updated and the staff will continue to shelf read on an ongoing basis.

**Middlebury Publicity and Community Outreach:**

- Current Newspaper Articles

The Middlebury Public Library  
Crest Road, Middlebury, CT 06762  
January 13, 2015

An Introduction to the Naugatuck Valley Genealogy Club

In 2001, then-library director Jane Gallagher invited Bob Rafford of Middlebury to form a permanent genealogy group at the Middlebury Public Library as an official library activity. He had already established a student group at the Naugatuck Valley Community College, so the group moved to Middlebury and this has been our home ever since, meeting on the second Saturday of each month.

Founded in 1998, the Naugatuck Valley Genealogy Club is an affiliated group with the Middlebury Historical Society, Inc. The group meets monthly except for July and August, and in December we meet elsewhere for our holiday party. We are one of the largest and most successful genealogical societies in the state, with a membership of 65 members and an average attendance of 30 to 50. We are an asset to Middlebury and its library and attract members and guests from here and a number of surrounding towns. We are a-not-for-profit educational society reflecting the dedication of the town of Middlebury to the cultivation of our historical roots.

Genealogy is soaring in popularity, and we continue to attract newcomers at each meeting. Our library has a history room dedicated to helping all discover the advantages of learning history and genealogy. Bob Rafford and club members continually consult with staff on history room collections, accessions and computer programs. Our online presence is global, with fans around the world.

We feel that the present arrangement for our meetings in the Larkin Room will have an adverse effect on our ability to continue to serve Middlebury and those who depend upon us to deliver quality instruction in the field of genealogy. Currently we have been allowed to schedule meetings only three months at a time, and we feel this policy runs counter to our needs:

- As is the case with all serious voluntary community organizations, we need a consistent meeting place – a home – and time, because no group can attract new members and serve occasional guests when those factors fluctuate from month to month.
- Our members, balancing many other commitments, have to be able to schedule meeting times and places to carry on the many functions of an active society, including business meetings, committees, financial concerns, education, sharing, fellowship and planning.
- Our monthly speakers, some of whom are nationally recognized experts in the field of genealogy, have very busy schedules; an inability of our program committee to schedule these speakers many months, even a year, in advance would jeopardize our education program, which is free and open to the public. Advertising in printed brochures, newspapers and online depends on consistent factors.

We are grateful for the privilege the Middlebury Public Library has extended to us during the past 13 years:

- We have made yearly voluntary gifts to the library, contributing money, books and necessary equipment in consultation with the director.
- We have run special programs for the library and supported special events held here.
- In addition, we have met all the recent requirements for insurance and a security deposit.

We respectfully request that the board grant us an agreement that allows us to function as we have in the past with a fixed day and place for our monthly meetings, one year at a time.

Sincerely,

Paul Hadzima, President, Naugatuck Valley Genealogy Club, for the Board of Directors and members  
Bob Rafford, Club Advisor, Municipal Historian, President, Middlebury Historical Society, Inc.