



TOWN OF MIDDLEBURY

Library Board of Trustees

MINUTES
MEETING OF THE LIBRARY BOARD OF TRUSTEES
Tuesday, February 10, 2015 – 3:00 p.m.
The Meeting Room

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

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

Excused: Rita H. Smith, Chairman
Absent:

Call to Order with Pledge of Allegiance

The meeting was called to order at 3:01 p.m. by Mr. Clark with the Pledge of Allegiance.

Mr. Clark explained that Mrs. Smith was unable to attend today's meeting and that he would be acting as Chairman.

Approval of Minutes of January 13, 2015 Meeting

Mr. Desmarais MOTIONED to approve the minutes of the January 13, 2015 meeting with the corrections listed below, SECONDED by Mr. Vaccarelli. Unanimous approval.

"Mr. Stowell will draft a letter to GE concerning the Konica . . . "

Mr. Vaccarelli SECONDED the MOTION that the board adapt Draft #2 as the new procedures for the lower level . . .

Approval of Minutes of January 15, 2015 Special Meeting

Mr. Stowell MOTIONED to approve the minutes of the January 15, 2015 Special Meeting, SECONDED by Mr. Desmarais. Unanimous approval.

Trustee Reports

Treasurer's Report

Mr. Stowell reported a \$750.00 deposit in Brick Sales. One expenditure of \$1,500.00 to K&G Builders for work done on installed workstations in workroom. See attached Treasurer's Report. Mrs. Engelman MOTIONED to accept Treasurer's Report, SECONDED by Mr. Desmarais. Unanimous approval.

Secretary's Report

Mr. Vaccarelli read aloud the attached letter from the Friends of Middlebury Library concerning the start time upcoming book sale on Saturday, May 2, 2015. Mr. Stowell MOTIONED to accept the Secretary's Report, SECONDED by Mr. Desmarais. Unanimous approval.

Director's Report

Mrs. LoRusso stated that Kendall Wiggin, Connecticut State Librarian will lead the Re-Envisioning Public Libraries Workshop on Wednesday, February 25 at 1:00 p.m. at the Library. Mr. Clark hopes that everyone has the opportunity to attend because Ms. LoRusso has worked very hard to get the Library to this point. Mr. Desmarais and Mr. Vaccarelli will be preparing the refreshments. Mrs. LoRusso's Director Report is attached.

Old Business

Mr. Stowell requested to add a discussion on David Watterworth signs under New Business.

New Business

Genealogy Group Request

The Board discussed the Genealogy Group's request and agreed that they will not honor the request as it sets precedence for other meeting room requests; and goes against the current policy. Mr. Desmarais MOTIONED to honor the policy as it currently stands and accepted by the Board of Trustees and to deny the request made by the Genealogy Group 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, SECONDED by Mr. Stowell. Unanimous approval.

Mr. Clark will speak with Mrs. Smith about directing a letter to Robert Rafford concerning the Board's decision.

David Watterworth Signs

Mr. Stowell suggests that the Board pay Mr. Watterworth an additional \$38.00, the difference between the \$730.00 (Invoice #3383) that is still outstanding and the \$692.00 that has already been pre-paid for the Irene Walker signage.

Friends of Middlebury Library Book Sale Request

The Board agreed to TABLE this discussion until the next meeting in order to consider the attached request.

These minutes are submitted subject to approval.

Respectfully submitted,

Barbara J. Whitaker

Barbara J. Whitaker
Recording Clerk

Friends of the Middlebury Library
30 Crest Road
Middlebury, Connecticut
06762

January 31, 2015

Board of Trustees
Middlebury Public Library
30 Crest Road
Middlebury, Connecticut 06762

Dear Board of Trustees:

The Friends' annual book sale is scheduled for Saturday, May 2, 2015 and continues on Monday and Tuesday, May 4th & 5th.

Last year we were given permission to start the sale at 8:00 am on Saturday and continue until 4:00 pm. JoAnn LoRusso kindly agreed to open the front door at 7:30 for us to set up for the 8:00 opening.

When the library staff left at 2:00, they closed the interior of the building and locked the front doors for us. We kept the doors open until 4:00 and then closed them to lock up at the end of the sale.

May we make the same arrangements this year for Saturday, May 2?

The sale on Monday and Tuesday is open during regular hours.

Thank you for your consideration,



Chris Parker
Friends of the Middlebury Library

Memorandum

To: Middlebury Public Library Board of Trustees
From: Bill Stowell, Treasurer
Date: 2/9/2015
Re: Treasurer's Report for the period January 13, 2015 through
February 10, 2015

There was \$750.00 deposited in the Brick Sales and Room Naming Opportunities accounts during the period of January 13, 2015 through February 10, 2015 from the sale of 4 standard size 4 x 8 bricks and 2 oversized 8 x8 bricks. There was an expenditure of \$1,500.00 to K&G Builders for the work done on installing the work stations in the work room.

Total Brick Sales to date = \$41,810.00

Total Expenses to date = \$20,681.35

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account =
\$21,128.65

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 February 10, 2015 2 page

Statistics for January 2015 (HANDOUT)

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

- **Unfortunate Happenings at the Library on Friday, February 13, 11:00am**
A birthday celebration of Lemony Snicket with a movie at 11am and book discussion at 1pm.
- **Fitness Fridays at 11am – 12pm**
Personal trainer Tammy MacAdams will share yoga, fitness walk, nutritional info, and overall wellness advice every Friday morning due to a Connecticut Community Foundation grant for seniors.
- **8th Annual Puzzle Contest on Thursday, February 26, 4:30pm – 7:30pm**
Team Registration required.

Re-Envisioning Public Libraries Workshop

Connecticut State Librarian, Ken Wiggins will lead the discussion followed by a power point presentation by Middlebury. Town Officials are welcome to attend Wednesday, February 25, 2015 at 1:00PM at the Middlebury Public Library. (Article Handout)

Library Update:

Building/ Maintenance:

Light switches in the Children's Room, Teen Room, Meeting Room, and Café were adjusted to allow lights to remain off during programs requiring an overhead projector.

Hand dryers replaced our paper towel dispensers in all the rest rooms to save on the cost of folded paper towels and to avoid unnecessary plumbing issues recently experienced.

CT Community Foundation: Adults Services Librarian, Donna Hine has applied for a \$3,000 Ct Community Foundation grant called *Sage to Sunflowers*. This gardening program was created to bring all ages of the Middlebury community together, details to follow. Waiting on approval.

David Watterworth Signs was hired during the construction project 2012-2013 to provide the Library with signage. Update as follows: **Invoice #3383: \$730.00** outstanding

Invoice #3133: **PAID \$692.00** for Irene Walker Signage-prepaid

Invoice #3134: PAID \$300 for 18X24 Dedication Plaque in hanging in foyer complete. (Size discrepancy)

Friends of the Middlebury Library: Liaison Update

Librarian, Karen Pasternak, attended the Friends Board Meeting in January to introduce herself as the Friends of the Middlebury Library liaison. The Friends met to finalize their book sale date. Annual Book Sale to be held starting May 2, 2015. Karen was well received by the Friends. Karen is very enthusiastic regarding this new role. I have all the confidence in her ability to keep the Friends and the Library in good communication.

To date: The Library has received **five** out of **seven** Friends of the Middlebury Library acknowledgement forms regarding the lower level storage space usage.

Larkin Room Folding Chair Replacement: Pricing Request

A pricing request for replacing 100 folding chairs with two storage carts was sent to CFO Larry Hutvagner for a second quote. \$30 per chair- 100 chairs, \$515 per tree cart- 2 carts, and \$800 to unloading and trash removal.

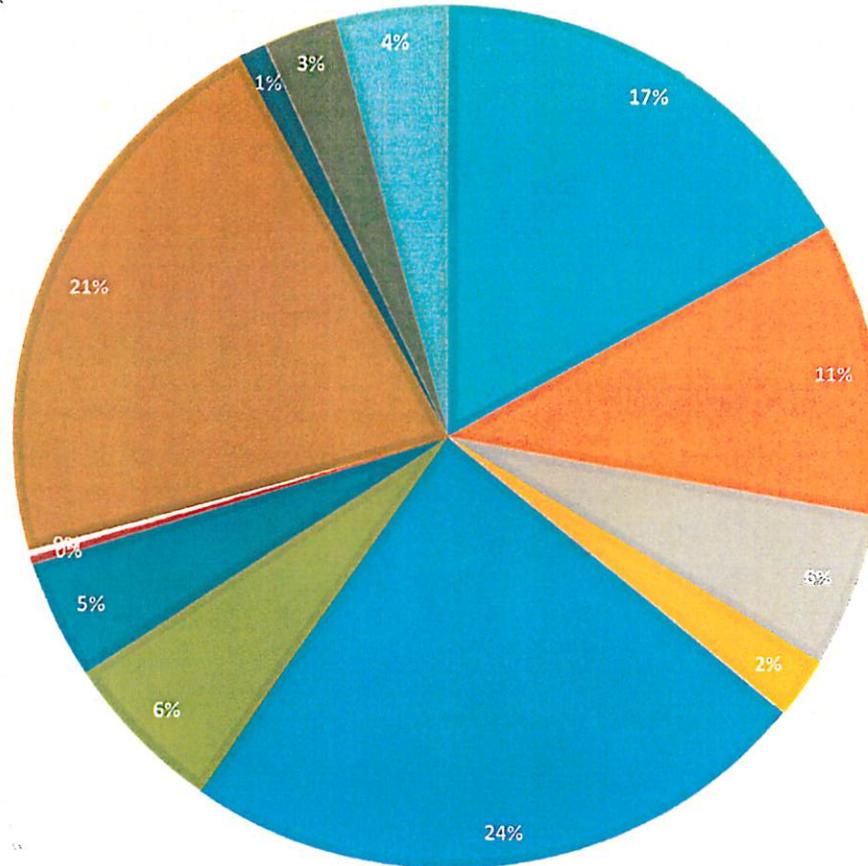
Mity-Lite Quote: \$4,830

W. B. Mason Quote: \$4,650

Total Book Circulation	75,062
Adult Fiction	14,278
Adult Nonfiction	9,396
Large Print Fiction	4,956
YA Fiction/Nonfiction	1,903
Children Fiction	20,132
Children Nonfiction	5,160
Adult Books on CD	3,767
Children's Books on CD	238
Music CDs	216
DVDs	18,217
Children DVDs	857
Magazines	2,291
EBook	3,599

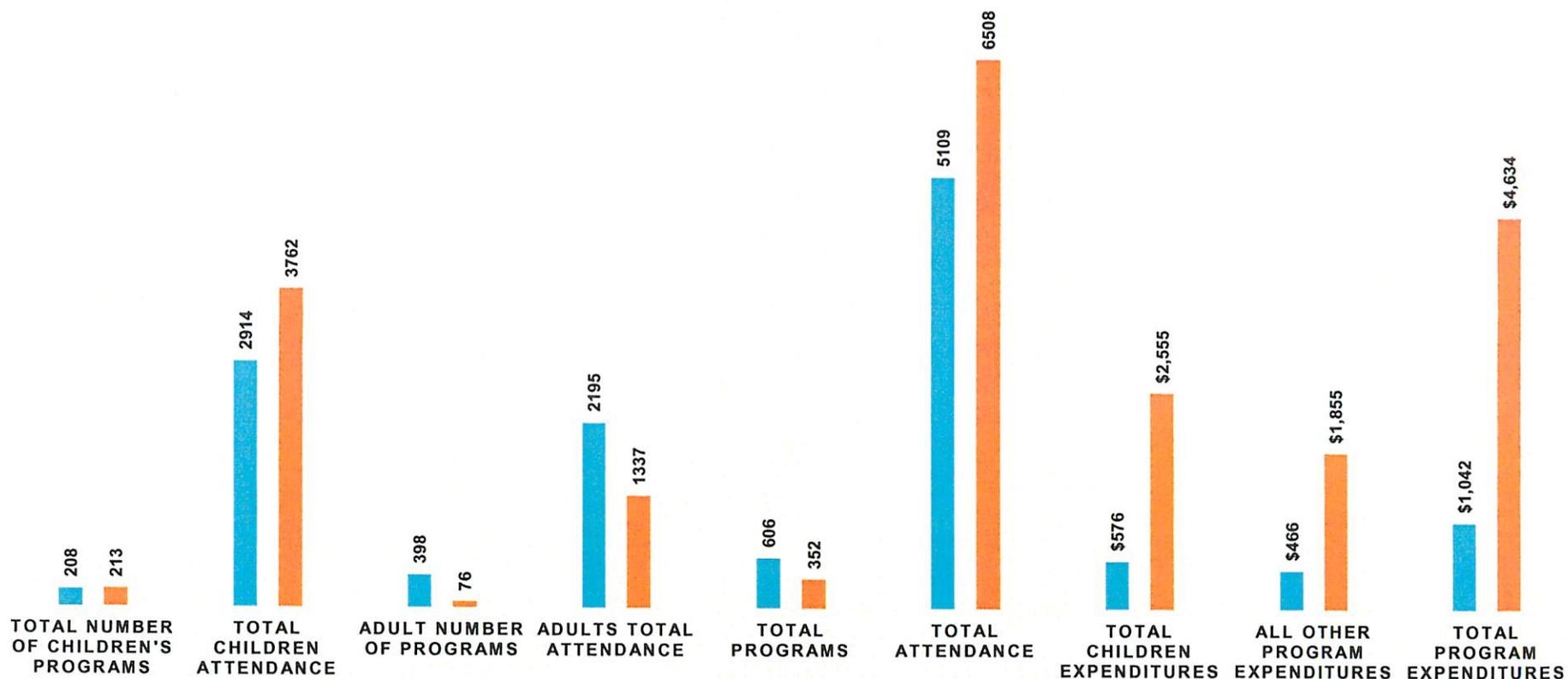
**TOTAL CIRCULATION
NOVEMBER 2013-OCTOBER 2014**

- Adult Fiction
- Adult Nonfiction
- Large Print Fiction
- YA Fiction/Nonfiction
- Children Fiction
- Children Nonfiction
- Adult Books on CD
- Children's Books on CD
- Music CDs
- DVDs
- Children DVDs
- Magazines
- EBook



PROGRAMS FISCAL YEAR JULY 2013 - JUNE 2014

■ Middlebury ■ All CT Libraries



	January 2015	
CIRCULATION	5885	
PROGRAMS	Number of Programs	Number of Attendees
Adult - Includes Technology Programs	47	164
Children	10	83
Teen	0	0
Specials	1 Gingerbread Fun	17
	1 Movie	4
	1 Drop In	8
Outside Groups	2	14
PROGRAM TOTAL	62	290
PROGRAMS CANCELLED DUE TO SNOW	11 Children's Programs	
STUDY ROOM USAGE	55 times	100 people
LIBRARY CARDS	New Middlebury Residents 16	Active Cards 3203
COLLECTION SIZE	66354	