



TOWN OF MIDDLEBURY

Library Board of Trustees

MINUTES

MEETING OF THE LIBRARY BOARD OF TRUSTEES

Tuesday, March 10, 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
Barbara Whitaker, Recording Clerk
Chris Parker, Friends of the Middlebury Library

Call to Order with Pledge of Allegiance

The meeting was called to order at 3:00 pm. by Mrs. Smith with the Pledge of Allegiance.

Approval of Minutes of February 10, 2015 Meeting

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

Trustee Reports

Treasurer's Report

Mr. Stowell reported that \$200.00 was deposited in the Brick Sales and Room Naming Opportunities accounts. There was an expenditure of \$38.00 to Watterworth & Son Signs for the fabrication and installation of vinyl lettering on windows and walls. Total Brick Sales to date are \$42,210.00. Total expenses \$20,719.35. The balance in Fund 61 is \$21,290.65. Mr. Clark MOTIONED to accept the Treasurer's Report, SECONDED by Mr. Desmarais.
Unanimous approval.

Secretary's Report

Mr. Vaccarelli read aloud a letter addressed to Mrs. Smith from Dr. Rafford on behalf of the Genealogy Club.

Mr. Vaccarelli said that he feels that the Board was very clear in the response that was already given. The chairman said that the Larkin Room is self-explanatory. Mr. Desmarais said that the Policy is what the policy is; and asked if there was an official policy. Mr. Stowell said that they did not deny the use of the Library for months and he sees no reason to answer something they've already answered. Mr. Clark and Mrs. Engelman said that the policy is the policy.

Mrs. Smith said that she would draft a letter to Dr. Rafford referring back to the Larkin Room Policy.

Mr. Stowell MOTIONED to approve the Secretary's Report, SECONDED by Mr. Desmarais.

Director's Report

Mrs. LoRusso stated that the Library did very well considering the weather. Please see the attached report.

They had a Connecticut leadership challenge that met on Wednesday, February 25, 2015.

Mrs. LoRusso handed out the Aspen Institute's Public Library's rising to the challenge booklets. The booklet outlines what their goals and visions are.

The Middlebury Library is working with the Connecticut Library Consortium (CLC) and the Connecticut Small Business Development Center to bring the public a VIRTUAL CTSBDC. They are providing the Library with a laptop which they can use in a study room. This helps people in the community that want to pursue their dream of having their own business. This is at no cost to the Library.

Mrs. LoRusso presented the Board with the attached letter from Auto-Graphics stating that they must increase their annual fee for at least 3%. The next annual invoice will reflect the increase. The base fee is \$6,000.00.

Mr. Desmarais MOTIONED to approve the Director's Report, SECONDED by Mr. Vaccarelli. Unanimous approval.

Old Business

None.

New Business

Genealogy Group Request

This discussion was held during the Secretary's Report.

Mrs. Smith stated that she received a request from the Friends of the Middlebury Library regarding their book sale. The Friends are requesting that someone be allowed in the Library on Saturday, May 2, 2015 at 7:30 a.m. to set up for the opening of the Book Sale. The Friends are willing to close the Library at 4:00 p.m.

Mr. Vaccarelli said that he volunteered to open the doors at 7:30 a.m. and close them at 4:00 p.m.

Mr. Clark MOTIONED to approve the request, SECONDED by Mr. Stowell. Unanimous approval.

Public Comments

Mr. Parker spoke on behalf of the Friends of the Middlebury Library. Mr. Parker said that when they were given the guidelines, he didn't realize how complicated the setting up for the book sale would be. Mrs. Smith said that the guidelines that they set forth are not going to be changed in anyway; they've been adopted and agreed upon. Mr. Parker asked if the Board could consider the minor comments and consider them as this would be helpful to the Friends with the Book Sale.

Mr. Parker requested additional space to accommodate the boxes of books they will have for the book sale. He asked for a review of the original guidelines in view of what they need to do for the book sale.

Mr. Vaccarelli asked how many weeks the space would be utilized for the book sale. Right after the book sale the unsold books are moved downstairs; previously they've donated the books so they are picked up. For weeks afterwards they will not have to be downstairs. Once they start collecting books again in the late summer, early Fall the whole thing starts over again. They get hundreds of books that are boxed that have to be sorted and priced and then stored again for the sale. He believes last year there were over 400 boxes.

Mr. Parker said that the space is good for sorting but it is not adequate for storage of the boxes. Mr. Parker added that the Friends would like the Board to address storage of the boxes and the number of keys they have been issued.

The Chairman said that they would put this on the Agenda for next month. Mr. Desmarais added that there is quite a bit of space on the lower shelves, maybe a contingency issue for overflow for a couple of weeks, not for eight months.

Mrs. Smith asked where the boxes were stored in the past; Mr. Vaccarelli said that they were storing them at the barn.

Mr. Stowell said that this is going to be an ongoing issue and he suggests that they make weekly visits during the sale. He said that there was not an over-abundance of books. He agrees with Mr. Desmarais that there is room on the bottom shelves for storage if the books are stored neatly. Mr. Stowell said that where the Friends want to store their books is for Library storage and the Library Director will be having functions where she needs to use the space.

Mr. Desmarais said perhaps they should consider changing the wording on neatly storing the books. Mrs. Engelman said that she feels it is important to cooperate with the Friends. Mrs. Smith said her concern is if they adjust the regulations they will be requesting an adjustment later on the group, and the genealogy group is going to ask for the Larkin Room policy to be adjusted. Mr. Stowell said that the policy was created for fire and personnel safety, and that will continue to be their priority. Mr. Desmarais said that once those issues are addressed they can continue to look at others.

Mrs. Smith suggested that the Trustees should all go down and help them make use of the space they've already been assigned. Mrs. Smith asked the Board to take some time and think about how they want to proceed.

Mr. Desmarais asked for a discussion to be included on next month's Agenda to appropriate money to purchase a small flag for The Meeting Room.

Adjournment

Mr. Desmarais MOTIONED to ADJOURN, SECONDED by Mr. Clark. 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: 3/9/2015
Re: Treasurer's Report for the period February 11, 2015 through
March 9, 2015

There was \$200.00 deposited in the Brick Sales and Room Naming Opportunities accounts during the period of February 11, 2015 through March 9, 2015 from the sale of 2 standard size 4 x 8 bricks. There was an expenditure of \$38.00 to Watterworth & Son Signs for the fabrication and installation of vinyl lettering on windows and walls and an information sign last year. This invoice was for \$730.00 however it was reduced to account for the payment of a prior invoice in the amount of \$692.00 that was paid in September 2013, however, the work was never done.

Total Brick Sales to date = \$42,210.00

Total Expenses to date = \$20,719.35

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) =
\$21,290.65

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 March 10, 2015 1page

Statistics for February 2015 (HANDOUT)

Library Programs, Services, and Upcoming Events:

Connecticut Leadership Challenge Dialogue

Connecticut State Librarian, Ken Wiggin lead the discussion which included a power point presentation by Middlebury on Wednesday, February 25, 2015 at the Middlebury Public Library. (ARTICLE)

Aspen Institute: Connecticut Dialogue on Public Libraries: Rising to the Challenge (BOOKLET)

The Connecticard Program is a grant program sponsored by the State Library for the last 42 years which allows residents of Connecticut to borrow materials from any public Library in the state. Middlebury Public Library circulated 17,151 items to Connecticut residents who visited our library within the last twelve months.

Middlebury Public Library in conjunction with Connecticut Library Consortium(CLC) and the Connecticut Small Business Development Center have teamed up to bring the public a VIRTUAL CTSBDC. (Funded in part through a cooperative agreement with the U.S Small Business Administration, The CT Dept. of Economic and Community Development, and the University of Connecticut). (HANDOUT)

Auto-graphics: Annual Fee increase notification. (HANDOUT)

February 2015		
CIRCULATION	5802	
PROGRAMS	Number of Programs	Number of Attendees
Adult - Includes Technology Programs	44	188
Children (14 Programs Cancelled)	10	102
Teen	2	10
Specials	1 Movie	5
	2 Drop In	14
	1 Lemony Snicket	9
	1 Puzzle Contest	33
Outside Groups	4	82
PROGRAM TOTAL	65	448
STUDY ROOM USAGE	61 times	107 people
LIBRARY CARDS	New Middlebury Residents 18	Active Cards 3138
COLLECTION SIZE	66772	



February 6, 2015

Middlebury Public Library
30 Crest Rd
Middlebury, CT 06762

Subject: 2015 Syndetics Annual Fee

Dear customer,

Syndetics solutions, owned by ProQuest/Bowker, requires an annual fee increase to their base fee of at least 3%. Please be aware that Auto-Graphics must account for this increase for this part of our service to you. Your next annual invoice will reflect the fee increase.

Sincerely,

A handwritten signature in black ink, appearing to read 'Albert Flores'.

Albert Flores
Vice President, Sales
Auto-Graphics, Inc.
(800)776-6939 ext. 1502



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The Rev. Dr. Robert L. Rafford
57 Clear View Knoll
Middlebury, CT 06762

February 28, 2015

Ms. Rita H. Smith, Chairman
The Middlebury Public Library Board of Trustees
Middlebury Public Library
30 Crest Road,
Middlebury, Connecticut 06762

Dear Ms. Smith and the Board of Trustees of the Middlebury Public Library,

I have received your letter of February 17 in response to the request of the Naugatuck Valley Genealogy Club made in person and by explanatory letter before the board on January 13. I wish to respond to your letter and to the official board of trustees meeting minutes of February 10, 2015, filed in the Middlebury town clerk's office. I do not speak for the Genealogy Club nor do my views necessarily represent those of its members.

Your action refusing the Genealogy Club's request for eight meetings a year raises more questions with me than answers, so I respectfully request that you clarify your official decision by responding to the following questions:

1. According to the Larkin Room policy, Genealogy Club meetings, designated as library functions and activities by former director Jane Gallagher, should have been accorded priority over other meetings. Would you please explain why this did not occur? If the club meetings are no longer considered library activities, can you please explain what action of the director or board caused this to be?
2. Would you please explain as specifically as possible how the club's request "goes against" the Larkin Room policy?
3. The library board motion notes that the board does not want to set a 'precedent.' It seems to me that the club, gathering in the library for more than thirteen years of highly successful meetings without a single untoward incident set a precedent all its own. Would you please explain how the policy prohibits setting a precedent?

Neither I nor the Genealogy Club is asking the board to reconsider the club request's rejection. I respectfully ask the board to answer these questions at its earliest convenience, enter this letter into the board's official minutes, and publish its answers both to me and in the minutes. I am available to appear before the board to answer any questions or to make any clarifications you deem necessary.

Very Sincerely,


Robert L. Rafford, D.Min., Founder and Advisor
Naugatuck Valley Genealogy Club
Middlebury Municipal Historian
President, Middlebury Historical Society, Inc.

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

March 10, 2015

Regarding Guidelines For Use Of The Lower Level Storage Area

Thank you for your concern regarding safety issues in the storage area.

When I first saw the regulations, I did not review them in consideration of the activities necessary for The Friends to organize and prepare for the Annual Book Sale.

I hope The Friends and the Library Board of Trustees may consider some changes in the regulations that are mutually acceptable.

- 1.) All entryways and exits should be kept free of obstructions at all times.**

This is clearly a priority and will be strictly observed.

- 2.) All books and other materials should be kept off of the floor at all times.**

Considering the activities necessary for sorting and storing the donations of hundreds of books throughout the year, there is absolutely no way we can prepare without storing the empty boxes we need on the floor prior to sorting and pricing the books.

After the books are sorted they are placed in labeled boxes for storage in preparation for the sale. The only way we have to store the hundreds of boxes that accrue each year is to stack them on the floor until they are moved for the Book Sale.

Because there is such a large number of boxes each year, we would not be able to store them in the area with the shelving. Is there anyway an area in the Library Storage Section might be designated to store these boxes?

- 3.) Movement of library equipment or furnishings require prior written authorization from the Library Director.**

This would also be strictly observed.

- 4.) **Users of the facility will be responsible for all trash removal after each use.**

An absolutely appropriate request. The Friends might need to leave a minimum amount on Saturday afternoon, Sunday and Monday until the Transfer Station opens on Tuesday.

- 5.) **There will be only 1 key for access given to the Friends, and under no circumstances shall this key be duplicated.**

Preparing for the Book Sale involves many volunteers and scheduling multiple sorting sessions each week. Having only a single key makes it extremely difficult for our board members, one of whom is present at each sorting session, to have access to the area as often as necessary.

If possible, three keys would allow The Friends to schedule the many sorting sessions necessary with some flexibility among the board members.

These keys would only be in the possession of a board member of The Friends of the Library.

Thank you for your consideration,

**Chris Parker
Friends of the Library**