



TOWN OF MIDDLEBURY

Library Board of Trustees

MINUTES

MEETING OF THE LIBRARY BOARD OF TRUSTEES

Tuesday, April 14, 2015 – 3:00 p.m.
The Meeting Room

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

Also Present: Barbara Whitaker, Recording Clerk
Beth Bartholomew, Friends of the Middlebury Library
Ann Merriam Feinberg, Friends of the Middlebury Library
Danyun Pen, Friends of the Middlebury Library
Donna Pierpont, Friends of the Middlebury Library
Constance Wood, Friends of the Middlebury Library

Excused Marilyn Engelman
Absent:

Call to Order with Pledge of Allegiance

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

Approval of minutes of March 10, 2015 Meeting

Mr. Desmarais MOTIONED to approve the minutes of the March 10, 2015 meeting, SECONDED by Mr. Clark. Unanimous approval.

Trustee Reports

Treasurer's Report

Mr. Stowell stated that there have been no brick sales transactions. Mr. Clark MOTIONED to accept the Treasurer's report, SECONDED by Mr. Desmarais. Unanimous approval.

Secretary's Report

The Board received a letter from Engelman and Engelman regarding with an Affidavit of Closing in connection with Ann Madden's estate. Mr. Desmarais MOTIONED to accept the Secretary's Report, SECONDED by Mr. Stowell. Unanimous approval.

Director's Report

Mrs. LoRusso stated that there has been an increase in teen visits to the Library.

A follow-up letter was sent to Thomaston Savings Bank regarding the grant received by the Library.

The Connecticut Dialogue on Public Libraries was held on April 13, 2015 at the State Capitol. Mrs. LoRusso, Janice LeDuc, Bill Stowell and Edward B. St. John, First Selectman were in attendance. The forum stressed lifelong learning and how libraries need to adapt to the opportunities in the digital age. Mrs. LoRusso has been selected to be a member of the Aspen Institute and Connecticut Dialogue on Public Libraries. The Middlebury Public Library is setting the tone for other libraries in the State. Mr. Stowell said he was surprised at how the Middlebury Library was singled out; there were other libraries and elected officials that were not. He thought it was very well orchestrated and very informative.

The Guidelines acknowledgment form was sent to the Friends of the Middlebury Library. To date Mrs. LoRusso has still not received the acknowledgment form of one member.

The Friends of the Middlebury Library will sponsor the Summer Read 2015 this summer.

The exercise grant funded by the Connecticut Community Foundation will run out at the end of June and the CCF has denied the Library's request for the Sage and Sunflowers program.

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

Old Business

Friends of Middlebury Library – Lower Level Guidelines

At this time, the Chairman offered that at last month Chris Parker spoke under public comments and discussed changes that he would like to have made to the guidelines that have been approved and voted on by the Board.

Mr. Vaccarelli said that there was some discussion; and that if the Friends required more space for the book sale that would not be a problem, provided they stick to the timeframe established. Mr. Vaccarelli explained that now that arrangement has been dissolved and that Public Works is "out of sync" with the scheduling on the work that needs to be done on the lower level. He does not feel that anything will change as far as the available space, but in terms of working with the Friends while the book sale is being prepped, that is not a problem.

Mrs. Smith said that the guidelines state that all books and materials should be kept off of the floor at all times. She stated that this had already been discussed. There was also an issue with duplicate keys. Mr. Vaccarelli said that the Board has been instructed by Dan Norton, Public Works Director to release one key to the Friends for the storage area. Mr. Vaccarelli said that there are multiple copies of the key that have been made and announced that the lock will be changed in May. Mr. Vaccarelli said that Mr. Norton has suggested that the one key be kept at the front desk and the Friends can use it whenever they need it. Mr. Vaccarelli indicated that he spoke with Mr. Parker about this a while ago and he explained that Mr. Norton did not want multiple copies of the key handed out.

Mrs. Smith said as far as the guidelines are concerned, there will be no changes or amendments. Mr. Stowell said that he thought the use of the key would be flexible up to the sale and added that everyone was in agreement at the last meeting that there is plenty of room under the tables to store things. They addressed the safety concerns of the lower level at the request of the Friends. Mrs. Smith said the issue is all about public safety; because they do not want to have a liability on their hands. Mr. Desmarais said that he feels that there should be an amendment to the guidelines so that the Friends can store things underneath the table during "crunch time", but not on a regular basis and not in the aisle that is marked where nothing should be stored, according to the schematic. Mr. Desmarais said there is some wiggle room if modifications need to be made.

Mr. Vaccarelli stated that Mr. Parker was asked when Public Works be able to get in to do the work they need to get done; Mr. Parker said this would be the middle of May. However, this is not good for the Public Works Department. Mr. Vaccarelli needs to know when the Public Works Department crew can get into the lower level and when the shelves will be clean so that they can get in to get the work done. He needs a definitive date. Mr. Vaccarelli will put something in writing to Mr. Parker. Mr. Desmarais said that this should be done immediately because it is not safe for anyone to be downstairs the way it is.

Mrs. Smith again stated that the guidelines would remain the same and not be amended. Mr. Desmarais MOTIONED that the Board continue to use the existing guidelines, SECONDED by Mr. Clark. Unanimous approval.

Building Maintenance

Mr. Vaccarelli said that the pouring of the concrete in the front entrance of the Library was scheduled to revolve around the book sale. Now that there will be

no book sale, the general contractor would like to come in a week earlier. This should be somewhere around April 25th, they will be jackhammering defective concrete. Mrs. LoRusso asked that this be coordinated with Public Works to have the area coned off and for the public to be directed through the Larkin Room. Mr. Vaccarelli said that this is warranty work that will be done and will be at no cost to the Town of Middlebury. The vendor was notified last year that there were problems.

Mr. Vaccarelli said the parts are in for the main entrance lock. Public Works is trying to schedule the install with the lock in the storage area space and also the lock that leads into the rental space will be changed. **The lock into the rental space was not working correctly, and the representative said that the only way the lock was not working was because someone took the lock apart and rotated the pieces. Instead of putting it back into place the way it was, the person put the handle back on in the open position; so now the key will not lock the door. The only way this could have happened is that someone tampered with the lock. The Board does not know who did this; it is going to be replaced along with the main entrance lock to the storage area.**

Mrs. Smith said she found it very concerning to think that someone would tamper with the lock. Mr. Vaccarelli said that it was a conscious decision and whoever took it apart knew how a lock worked. Mr. Desmarais asked if this was reported to the police. **Mr. Desmarais and Mr. Stowell said that this will be reported to the police if it happens again.**

Fireplace Surround

Mr. Vaccarelli distributed copies via email of fireplace mantels. The Chairman requested that the committee look at them and decide what should be placed in the area.

Mrs. LoRusso suggested the Monticello fireplace (last page, last fireplace). The Board was in agreement. Mr. Clark asked if there were going to be sconces on the fireplace. Mr. Vaccarelli said that they could be wired. Mrs. Smith suggested that Mr. Vaccarelli bring back pricing on the sconces to the next meeting. Mr. Vaccarelli said that he will get Mr. Stowell the vendor name. Additionally, Mr. Vaccarelli will give the vendor the dimensions of the fireplace and match it with the Monticello fireplace. Mrs. LoRusso said that the funding will come from the brick sales (Fund 61).

Mr. Clark MOTIONED to purchase the Monticello fireplace at an expense of no more than \$350.00, SECONDED by Mr. Desmarais. Unanimous approval.

American Flag

Mr. Stowell MOTIONED that we obtain the same flag and pole received from Carrot Top not to exceed \$250.00, SECONDED by Mr. Vaccarelli. Unanimous approval.

Charles R. Bosman

Mrs. Smith received a copy of a letter from Charles Bosman concerning model airplanes he hand crafted and lent to the Library that are now missing. Mrs. Smith added that there was no fault of the Library regarding this incident. Mr. St. John said that he spoke with Mr. Bosman regarding the issue and that he was surprised that he had approached the Library Board. Mr. St. John will follow up with Mr. Bosman.

Public Comments

Anne Marie Feinberg a member of the Friends of Middlebury Library stated that she is confused about the process with regards to the storage room in the Library. She stated that they wanted to have a conversation about the guidelines, but the Board just voted to keep the guidelines they way they exist. Mrs. Smith said that Chris Parker came to the last Library Board of Directors with concerns last month, and they were discussed under public comments and that today the Board addressed his concerns.

Ms. Feinberg asked why the Friends were not placed on the Board's agenda. Mrs. Smith explained that the Board previously held two discussions with Chris Parker concerning the guidelines for the storage area. Danyun Peng asked since the concerns were addressed from the last meeting and the Board voted, to keep the guidelines as written if there was any need for further discussion from the members of the FOML that were in attendance. Mr. Stowell said that they are always willing to what they have to say. Ms. Feinberg stated that everyone shares a common love for the Library, and the only reason they exist as Friends of the Middlebury Library is to help the Library and they want to work with the Library Board of Trustees.

Ms. Peng said they were hoping to have a conversation to share concerns about safety about the downstairs storage space and not being in violation of fire or safety codes. Ms. Peng said that the Friends were looking for clarification on Rule #2 and asked if there is anything about how the fire and safety concerns apply to the area downstairs.

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Ms. Peng asked what the Board for clarification on the term “other materials”. Mr. Stowell said that it goes back to the original concerns about the safety downstairs. Mr. Stowell explained that the Board went down to the storage area and they couldn't get down there because there were so many boxes, empty and full downstairs blocking the doorway. Mr. Stowell said that based on what the condition of the area the Board came up with the plan including the diagram that showed the walkways that would be clear.

Mr. Stowell continued that at the last meeting they agreed that during the month preceding the sale there would be many boxes that need to be stored, but they had to be stored neatly and will work with the Friends on this. They also have items that are stored in the attic that should be stored in that area.

Mr. Vaccarelli explained that the Friends' were concerned that the area was messy and the Library Board came up with the guidelines. He explained that there is room for boxes to be stored against the walls and they would be more than happy to work with the Friends on this. They cannot accept boxes laying all over in aisles. The shelving was installed before he came on the Library Board, but it does create a dangerous situation; and when they can have them removed and properly reinstalled it will be done. They cannot have the books stored year round.

Ms. Peng asked when the boxes were stored all over. It was explained that this was before the guidelines were set. There were boxes on the floor after the guidelines were set and there were lots of boxes downstairs that weren't stored away neatly. The boxes stored between the front door and the tenants door. There has to be a clear path of egress; if a fire breaks out people need to move in the area without any obstruction. Mr. Stowell said that the pathways need to be cleared so that people can get out in an emergency.

Mr. Desmarais said he worked as a fire marshal and for the Department of Transportation. He explained that once the renovation is completed and the floors are marked, it will be easier for the Friends to use the space. Mr. Desmarais said that the areas of storage can be discussed with the Board of Trustees after, but right now housekeeping is key. Ms. Peng said that in the Fall before the guidelines were discussed, they had received more book donations over the summer and in the fall than they anticipated. Ms. Peng assured the Board that going forward they know to maintain and housekeep throughout the year. They are in the area every week on a consistent basis it will never look like that again. They are concerned about “books or other materials on the floor” and whether or not the Board would

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consider amending that line. Mr. Desmarais said that the Board could consider changing the language of the guideline.

Ms. Peng explained that by the time the book sale takes place they would have boxed 250 boxes of books. They would like clarification on the stocking of books and if they could be stored under the tables and if there could be a space created where they could store three times that amount, against the wall in the back out of the way. Mr. Stowell said that the Friends requested the extra shelf, now they are asking for the shelf could be taken away.

Mr. Vaccarelli said that once you get up more than four or five boxes there is a stability issue; that is where the stacking concerns are.

Connie Wood stated that as of yesterday all of the shelving is empty; and they still need to work on the tables, there are some books on the tables they are going to sort out. They are trying to meet the original schedule for moving the shelving. Mr. Vaccarelli said that they need to get a date so that public works can be rescheduled to get in and put the shelves up. They said that the date of the book sale.

Ms. Peng said because they were unsure of how much they could use the space and they only have a month of the next book sale they felt they could not organize it in time. If they get a firm date, they will work to meet that deadline. Right now they have an alternate storage facility offsite; the private home they have been using for storage will go away next year because it is going to be sold.

Mr. Vaccarelli said he feels it is important that the members of the Friends and the Library Board of Trustees work as cooperatively as they can. There is no one that has an issue with what a good job the Friends do and the Trustees aren't trying to put up roadblocks and they will try to co-operate the best they can. That space was originally designated for Library storage. He feels it is time for a clean start between the Friends and the Library Board of Trustees. The current Library Board is trying to do whatever they can to support the Library Director and work with the Friends so that all of the programs that go on at the Library are a success.

Mrs. LoRusso said that her job is to present the acknowledgment form to the Board and she still needs anyone who is downstairs needs to submit their acknowledgment form. Ms. Peng has not submitted the form.

Mrs. Smith said that the Board will review the requests presented today.

Adjournment

Mr. Clark MOTIONED to adjourn, SECONDED by Mr. Stowell. Unanimous approval.

These minutes are submitted subject to approval.

Respectfully submitted,

Barbara J. Whitaker

Barbara J. Whitaker
Recording Clerk

	March 2015	
CIRCULATION	6143	
PROGRAMS	Number of Programs	Number of Attendees
Adult - Includes Technology Programs	51 (1 Cancelled)	204
Children	17 (5 Cancelled)	205
Teen	11	87
Specials	1 Preschool	27
	1 Spring Special	14
	2 Movies	25
	2 Drop in Storytime	11
	1 Music Special	18
	1 Board Games/Juggling	25
Outside Groups	3	54
PROGRAM TOTAL	90	670
STUDY ROOM USAGE	89 times	159 people
LIBRARY CARDS	New Middlebury Residents 18	Active Cards 3169
COLLECTION SIZE		66774

To: Middlebury Library Board of Trustees

From: Jo-Ann LoRusso, Director

Re: Director's Report April 14, 2015 2 pages

Statistics for March 2015 (HANDOUT)

Library Programs, Services, and Upcoming Events:

Connecticut Dialogue on Public Libraries was held Monday, April 13, 2015 at the State Capital Building in Hartford, CT

At the request of State Librarian Ken Wiggin and Aspen Dialogue Director Amy Garmer, First Selectman Ed St John and Library Director Jo-Ann LoRusso participated in a round table discussion regarding the changing roles of public libraries and how they relate to their community in today's challenging times. Library Board of Trustees, Assistant Director Janice LeDuc, and invited guests were in attendance. Keynote speaker was Governor Dannel Malloy.

As the Middlebury Public Library Director, I have been selected to be a steering committee member of the Aspen Institute and Connecticut Dialogue on Public Libraries. The committee will be forecasting state and national trends within our industry based on concrete studies and kitchen table dialogues under the direction of our State Library.

The Middlebury Public Library after our renovation/expansion project in 2013 has been recognized as a 21st Century role model for public libraries within our state. We have demonstrated a vision that aligns with our community and a 21st Century mindset. The Middlebury TEAM is to thank for this recognition beginning with the highly trained staff and the support of our town officials especially First Selectman Ed St John and the Middlebury Library Board of Trustees. When the Middlebury Public Library hosted a dialogue workshop for public libraries across Connecticut last February, State Librarian Ken Wiggin was welcomed by the Middlebury Public Library Board of Trustees and First Selectman. He had the opportunity to experience the TEAM effect.

Friends of the Middlebury Library

- Guidelines Acknowledgement Form For The Use of The Lower Storage Area established by the Library Board of Trustees on January 13, 2015 Update: As of April 2, 2015, I have received five out of seven as stated in the Friday, March 20, 2015 email. Members who wish to have access to the lower level storage area must sign and return the acknowledgement form to the Library Director as stated by the Library Board of Trustees. According to President Chris

Parker, one member resigned last week and the other outstanding signature needed will address the Library Board of Trustees as it pertains to policy.

- Summer Read 2015 Friends Funding Request was received. The Friends of the Middlebury Library will sponsor the Family Read Day scheduled this summer as requested. Details pertaining to this event will be made available next month.

CT Community Foundation: Grant Updates

Adult Services Grant Request: Adults Services Librarian, Donna Hine applied for a \$3,000 Ct Community Foundation grant called *Sage to Sunflowers*. This gardening program grant request was **denied**. (LETTER)

Senior Services Grant awarded for Fitness Friday: (ARTICLE HANDOUT)

Article from the Republican-American: Monday, March 30, 2015 informing the public on our Libraries Inspiring Fitness Education (LIFE) program made possible by a grant from the Connecticut Community Foundation. We kicked off this program in January by having holistic life and wellness coach, Cynthia De Pecol, and continued on with personal trainer, Tammy McAdams. We incorporated into this LIFE program cooking demonstrations and lessons based on healthy eating and good nutrition. The number of attendees is consistently around 10 -15 people with a supportive core group. The library was able to purchase library material surrounding this health and wellness initiative.

This program is well received and our attendees are very happy with both the exercise and educational information. They are bonding among themselves as well as using the library and staying on for other programs. This program continues to be very successful. Librarian Joan Arnold has been instrumental in overseeing this program.

Local Business Summer Sponsorship Request

Several local businesses in Middlebury were sent letters requesting their support for this summer's reading program. This is just one example of how we can partner with members from our business community to promote literacy in our town. The reading program will be announced next month. It is aligned with Region 15's common core and suggested award winning books for all grade levels including the Governor's reading challenge. Summer reading initiatives provide quality learning activities and techniques while encouraging social learning and lifelong reading opportunities. Studies show students who read recreationally outperform students that do not. Details will be provided next meeting.

LAW OFFICES
ENGELMAN & ENGELMAN
459 MIDDLEBURY ROAD
P.O. BOX 369
MIDDLEBURY, CONNECTICUT 06762

TELEPHONE 203/758-8459
FAX 203/758-8462

LAWRENCE H. ENGELMAN

MORTON H. ENGELMAN
1924 - 1998

April 6, 2015

Naugatuck Probate Court
Town Hall
229 Church Street
Naugatuck, CT 06770

Re: The Estate of Anne L. Madden

Dear Sirs:

Please find enclosed an Affidavit of Closing in connection with the above estate.

If you have any questions, please feel free to contact me at your convenience.

Sincerely,



Lawrence H. Engelman
LHE/ml

Enclosures

Cc: Gregory J. Madden
James W. Madden
Middlebury Public Library
Connecticut Community Foundation
The Roman Catholic of St. John of the Cross
Chase Collegiate School, Inc.
Connecticut Attorney General

COURT OF PROBATE

(Type or Print in Black Ink.)

To: Court of Probate, District of Naugatuck District No. 21

ESTATE OF Anne L. Madden	DATE: 4/6/15
FIDUCIARY'S NAME Gregory J. Madden	POSITION OF TRUST Executor

The subscriber, fiduciary of said estate, hereby makes return under oath that all monies and property of every description in the fiduciary's hands and control have been paid over and distributed to the persons entitled thereto according to law or the provisions of the will of said decedent and the orders of said Court, and that so far as the fiduciary has any knowledge, said estate is now fully administered and settled.

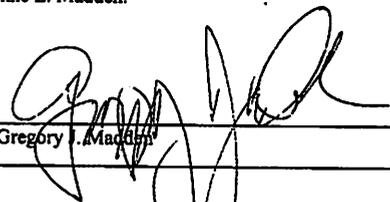
The fiduciary further certifies that the following is a true and complete statement of any transactions since the Final Account on file, including (but not limited to) the disposition of (a) all reserves shown in said account and (b) any additional income and/or assets received subsequent thereto and not reflected therein:

- None.
- See Schedule below.
- Second Sheet, PC-180 or separate accounting attached hereto.

RESERVE	\$3,500.00
CONTRIBUTION WITHOUT REIMBURSEMENT - Gregory J. Madden	7.34
INCOME	
1. United Alarm - Refund - 86.14	
2. Lincoln Investments	
Acct. #4GG-181283	
a. Interest - 20.87	
b. Return of Prin. - <u>102.27</u>	
Total - <u>123.14</u>	
 Total Income	 209.28
EXPENSES	
1. River Glen Care Center * - 3,401.79	
2. Treasurer, State of Connecticut - <u>64.60</u>	
 Total Expenses	 <u>(3,466.39)</u>
 * *Net Assets	 \$ 250.23

*The River Glen Care Center was an after discovered claim that was paid after the final accounting and is being shown on this Affidavit of Closing in accordance with my letter to the Probate Court dated November 17, 2014.

**The net assets were distributed to Lawrence H. Engelman as Trustees of The Anne L. Madden Irrevocable Trust pursuant to Article IV of The Last Will and Testament of Anne L. Madden.



 Gregory J. Madden

 Judge, Ass't Clerk

ACCEPTED AND ORDERED TO BE RECORDED	DATE	
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March 30, 2015

Ms. Jo-Ann LoRusso
Director
Middlebury Public Library
30 Crest Road
Middlebury, CT 06762

Dear Ms. LoRusso:

At its meeting on March 26, 2015, the Board of Trustees of The Connecticut Community Foundation reviewed the request from Middlebury Public Library for *Sage and Sunflowers*. After careful consideration of the Pathways Grants Committee's recommendation, the Board voted to deny the request.

The decisions made by the Board are always very difficult. In this round, the Foundation reviewed numerous requests for this funding, which made for a review process that was particularly competitive.

If you have any questions about the Board's decision, please call Deborah Stein, the Program Officer for this grant, at 203-753-1315 (or contact her by email at dstein@conncf.org). We wish you the best of luck in securing the resources necessary to support this program.

Sincerely,



Paula Van Ness
President & CEO