



TOWN OF MIDDLEBURY

Library Board of Trustees

MINUTES LIBRARY BOARD OF DIRECTORS MEETING Tuesday, May 12, 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: Barbara Whitaker, Recording Clerk
Beth Bartholomew, Friends of the Middlebury Library
Donna Pierpont, Friends of the Middlebury Library
Constance Wood, Friends of the Middlebury Library

Call to Order with Pledge of Allegiance

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

Approval of Minutes of April 14, 2015 Meeting

Mr. Desmarais MOTIONED to approve the minutes with the following changes, SECONDED by Mr. Clark. Unanimous approval.

Page 7 – "if it could be taken away"

Trustee Reports

Treasurer's Report

\$200.00 was deposited in the Brick Sales and Room Naming Opportunities accounts. Mr. Desmarais MOTIONED to accept the report as read, SECONDED by Mrs. Engelman. Unanimous approval.

Secretary's Report

The Secretary said that the dimensions are too large for the purchase of the Monticello surround fireplace and that they will meet to pick an alternate. Mr. Vaccarelli will make sure that the items he will show the Board match the measurements on the fireplace. Mr. Vaccarelli added that the vendor said that they would make the Monticello to fit; they have to check one dimension. The work is scheduled for May 7th.

The sidewalk repair has been rescheduled for after the Art Show. The lock changes will be made at the same time as well as the repair to the front door lock.

Mr. Clark MOTIONED to accept the Secretary's Report, SECONDED by Mr. Stowell. Unanimous approval.

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Director's Report

Mrs. LoRusso said that the Middlebury Library would be launching Summer Read program on June 1st. The elementary school students came to the Library on a field trip today and learned about the program. Ken Wiggin, State Librarian and Governor Dan Malloy launched the Governor's Reading Challenge on May 8, 2015.

The Summer Reads Kick-off Program is on June 1, 2015 at 1:00 p.m. Mrs. LoRusso asked Library Board members to distribute brick sale request forms.

The Director handed out the attached injury/accident form to be used by Middlebury Library employees in case of injury by the public at the Middlebury Library.

The annual book sale will be on Saturday, September 19th, Monday, September 21st and Tuesday, September 22nd.

The Friends of the Middlebury Library Board of Directors upcoming election of offices will be held on June 11, 2015 at 6:00 p.m. in the Larkin Room.

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

Old Business

Handled in Secretary's Report.

New Business

None.

Public Comments

Friends of the Middlebury Library – Lower Level Guidelines

The Chairman stated that the Friends' questions regarding the Guidelines were answered during public comments at the May 12th meeting. They were looking for clarification on rule #2 about the fire and safety, looks from the minutes that answer was clarified.

Mrs. Bartholomew said that the books are now currently off the shelves and are stored in boxes up against the walls. Do the books stay there until the sale? This still has not been clarified. There was discussion on how high the stacks could be.

Mr. Vaccarelli asked if there was a plan for the books as they are currently stacked once the books are moved. Mrs. Bartholomew said that the books stay in the boxes. Mrs. Pierpont said that there are storage shelves there now and when the books come in the books are categorized, they fill up a shelf. They are confused on where the boxes could be placed during this process. If they can stay up against the wall in boxes they are okay. Mr. Stowell said that they will address this once the shelving is installed, they will go downstairs and reassess the situation. The Board agreed that until that time the boxes could be stored in the corner.

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Mrs. Pierpont asked if they could feel comfortable advertising the September date with the issue of stacking the books. Mr. Desmarais said that even if there is nothing exactly right, the Board of Trustees would not sabotage the book sale.

Mrs. Pierpont stated that the guidelines say that they cannot use the floor for storage, and they are safely using the floor now for storage. She added that it is confusing for them to sign-off on the guidelines when they are using the floor space now. They are using space that is not in an egress or in the walking area. Mr. Desmarais said that what they are doing now is going to work and when the proper time comes the guidelines will be changed.

Adjournment

Mr. Clark MOTIONED to adjourn the meeting SECONDED Mrs. Engelman. 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: 5/11/2015

Re: Treasurer's Report for the period April 11 through May 11, 2015

There was \$200.00 deposited in the Brick Sales and Room Naming Opportunities accounts during the period April 11 through May 11, 2015 from the sale of 2 standard size 4 x 8 bricks. There was an expenditure of \$310.50 for a brick order 9 4 x 8 bricks and 6 8 x8 bricks from Polar Engraving. In addition there was an expenditure of \$169.58 for the flag for the meeting room. The total expenditures for the month were \$480.08.

Total Brick Sales to date = \$42,410.00

Total Expenses to date = \$21,199.43

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$21,210.57

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 May 12, 2015 3 pages

Library Programs, Services, and Upcoming Events:

Summer Read 2015: (Summer Read Events Calendar HANDOUT)

According to numerous educational studies, students who read recreationally outperform students that do not. Recreational reading encourages lifelong learning for all ages. Public libraries play a major role in preventing the "summer slide" by providing engaging and affordable learning activities over the summer break. State Librarian Ken Wiggin and Governor Dan Malloy launched the *Governor's Reading Challenge* in Hartford, CT on May 8, 2015.

The Middlebury Public Library created a summer reading program themed "**There's no place like the Middlebury Public Library**" **Summer Read 2015**. It is filled with educational and enlightening opportunities throughout the summer months for all ages. The program promotes reading opportunities geared towards Region 15's Suggested Summer Reading List and the *Governor's Reading Challenge* in an effort to encourage recreational reading. Marketing and promotional materials for summer reading are displayed throughout the library. Designated shelves with signage, informational handouts, and reading lists by grades can be found at the information desk. Book discussions for various grade levels, including a Family Read Day (details to follow), are scheduled throughout the summer. Please note: The Middlebury Public Library offers several copies of award winning books including the 2016 Nutmeg nominees in various formats. Our current collection size is 67,207 items.

Family Read Day 2015 is scheduled for Tuesday, July 14th at 6:30 PM

Our goal is to encourage our community to read together and to participate in engaging programs. The Middlebury Public Library has selected L. Frank Baum's 1900 fantasy bestseller, "The Wizard of Oz." One book per household will be given to Middlebury residents compliments of the *Friends of Middlebury Library*. Free copies available while supplies last. Additional copies from our library collection will be available for circulation.

Summer Read Kick-Off Program is on Monday, June 1st at 1:00 PM. Sign-up stations and information for adults, teens and children will be available followed by "The Wizard of Oz" movie (Rated PG). For a complete listing of activities, visit our website at www.middleburypubliclibrary.org or pick up a brochure at the information desk.

Summer Read 2015 initiative was mainly supported by local businesses as follows:

- **Ruby Slippers \$500 - Timex Group USA, Inc.**

- **Wizard \$300 - Thomaston Savings Bank Foundation, Inc.**
- **Scarecrow \$100 - Law Offices of Dana D'Angelo, LLC; - Middlebury Garage**
- **Toto \$50 - Bannon & Hebert, LLC- Edgewood Bath & Tennis, LLC**
- **Aunty Em \$25 – Generali School of Literature and the Arts, LLC**
- **Adult Reading Basket Giveaways: Cowardly Lion Basket, Scarecrow Basket and Tin Man Basket - Hine Brothers, Inc.**
- **Family Read Day: July 14, 2015 at 6:30PM - Friends of Middlebury Library**

Buy a Brick Campaign Fundraiser: "There's no place like the Middlebury Public Library" Applications (HANDOUT)
Applications will be redistributed throughout the town

American Red Cross Emergency Preparedness Program was held Friday, May 1, 2015

Barbara Ripps, a volunteer from the American Red Cross, presented to the Middlebury Public Library community an *American Red Cross Emergency Preparedness Program* sponsored by a grant from the Connecticut Community Foundation. The program consisted of an informational talk and the handing out of a sample emergency preparedness kit.

Key Points:

- Be prepared before a disaster.
- Create a list of all emergency contacts, medicine and doctors.
- Have an emergency go kit prepared.
- Know exits of house and create a meeting place.
- Know the location of emergency shelters.
- Don't forget your pets.
- Check out the American Red Cross website for more information.

Middlebury Public Library Accident Form (Handout)

During our monthly staff meeting, the Middlebury Public Library Accident Form was reintroduced as a colored booklet form with helpful Do's and Don'ts listed on the back. Copies will remain at the front desk.

Connecticut Library Association Annual Two day Conference was held in Groton April 27-28th, 2015. Middlebury staff members were in attendance.

**Friends of Middlebury Library
Annual Book Sale:**

At the *Friends of Middlebury Library's* request, Friends Annual Book Sale will be Saturday, September 19th, Monday September 21st, and Tuesday, September 22nd during library hours.

Friends of Middlebury Library Board of Directors upcoming election of officers will be held June 11, 2015 in the Larkin Room at 6:00PM. It is open to all *Friends of Middlebury Library* members.

The *Guidelines Acknowledgement Form for the Use of The Lower Storage Area* update: We presently have five signatures. Guidelines were established by the Library Board of Trustees on January 13, 2015. We will need a current member list and signatures regarding the guidelines acknowledge form.

Statistics for APRIL 2015 (HANDOUT)