

including Interlibrary Loan Service will not be available. The State Library's Division is working with Bibliomation to implement a new system hopefully in the fall. An informational workshop (Request ILL Transition) will be held on June 17, 2015 at the Goshen Public Library. Director LoRusso briefly explained the Interlibrary Loan System, its process and history. She noted her staff is well prepared and trained for this transition. Discussion continued regarding ways to inform the public that this Statewide Library Catalog (reQuest) Interlibrary Loan Service shut down was not a decision made by the Town of Middlebury but rather a decision of the State. Mrs. Smith suggested that Mrs. LoRusso notify Bill Bittar of the Republican American to inform patrons that this was something initiated by the State and not the Town. It was suggested that Mrs. LoRusso contact Mr. Bittar to inform him of the June 17th workshop and schedule a meeting with him perhaps on the 18th.

Discussion ensued regarding the Window Fashion Experts Quote (see attached). Pricing, location and number of shades to be installed was discussed. Mr. Stowell MOTIONED to authorize the expenditure of up to \$1,985.00 for window treatment (children's room, meeting room and director's room) from Fund 61, SECONDED by Mr. Desmarais, unanimous approval. The Board members concurred that shades in the café are not necessary. The Board also expressed approval for Mrs. LoRusso to request funding (\$5,021.00) from the "Friends of the Middlebury Library " for shades for the Quiet Room.

Mrs. LoRusso informed the Board Members of the recent Town of Middlebury Department Head Meeting held on May 20, 2015 at which time all Department Heads were informed that all claims regarding town property and liability and workers' compensation will now be submitted online to CIRMA by Department Heads and not Town Management. Mrs. LoRusso's concern is she is not familiar with OSHA Regulations, is not qualified and does not want to do anything that is not in the Town's best interest. There was discussion regarding training, on line forms, identification login numbers etc. Board members wished to state for the record that they do not approve of this new policy, it should remain in "HR" and that this is something Department Heads should not be required to do.

Mr. Clark MOTIONED to approve the Director's Report, SECONDED by Mrs. Engelman, unanimous approval.

Old Business

None

New Business

None

Public Comments

None

Adjournment

Mr. Clark MOTIONED to adjourn the meeting at 3:43 P.M., SECONDED by Mr. Desmarais, unanimous approval.

These minutes are submitted subject to approval.

Respectfully submitted,

Brigitte M. Bessette
Recording Clerk

Memorandum

To: Middlebury Public Library Board of Trustees

From: Bill Stowell, Treasurer

Date: 6/8/2015

Re: Treasurer's Report for the period May 12 through June 9, 2015

There was \$825.00 deposited in the Brick Sales and Room Naming Opportunities accounts during the period May 12 through June 9, 2015 from the sale of 3 standard size 4 x 8 bricks and 3 oversized 8 x 8 bricks. There were no expenditures during this period.

Total Brick Sales to date = \$43,235.00

Total Expenses to date = \$21,199.43

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account =
\$22,035.57

Respectfully,



Bill Stowell

Treasurer, Middlebury Public Library Board of Trustees

Memorandum

To: Middlebury Public Library Board of Trustees

From: Peter C. Vaccarelli, Secretary

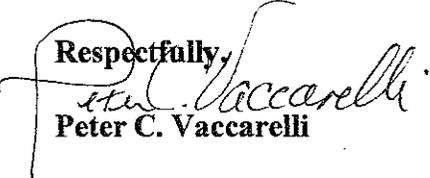
Date: 6/9/15

Re: Secretary's Library Building Information

Several Items need to be updated.

1. Basement Storage Area shelf relocation is still on hold until Public Works Department can schedule the required manpower to relocate shelving for Friends area.
2. Scheduled Front Entrance Concrete Walk demolition was cancelled because of a conflict with Nosal Builders schedule. Reschedule will be provided by mid June.
3. Front Entrance Exterior Door repair has been delayed due to door parts provided by Nosal Builders Inc. being delivered incomplete. This work will be complete when Front Sidewalk is being installed.
4. Basement Storage Area Entrance Lock / Key Change will be scheduled simultaneously with the Front Exterior Door repair.
5. Previous Brick Order has been installed.
6. Public Works Director Dan Norton has reviewed future requirements for expanding the Engraved Brick Area out toward the Flag Pole. A general discussion of the Library Board of Trustees relative to the spacing and pattern of future Engraved Bricks would be a worthwhile exercise.
7. The Fireplace Surround is still being researched for dimensional issues. The Gas Valve Enclosure to the left of the Fireplace is posing the problem. Finding a fit has been difficult; a solution will be presented by the next Library Board of Trustee Meeting.

Respectfully,


Peter C. Vaccarelli

Secretary, Middlebury Public Library Board of Trustees

To: **Middlebury Library Board of Trustees**

From: **Jo-Ann LoRusso, Director**

Re: **Director's Report** June 9, 2015 3pages

Library Programs, Services, and Upcoming Events:

The Middlebury Public Library created a summer reading initiative themed **"There's no place like the Middlebury Public Library" Summer Read 2015**. Our kick-off was on Monday, June 1st at 1:00 PM. Sign-up stations and information for adults, teens and children were available and will continue throughout the month. *Summer Read 2015 initiative was supported by local businesses and local organizations.

Buy a Brick Campaign Fundraiser:

"There's no place like the Middlebury Public Library" brick order forms were redistributed throughout town.

Changes to Statewide Library Catalog and iCONN.org (HANDOUT)

The Statewide Library Catalog (reQuest), including the reQuest Interlibrary Loan service, **will not** be available after **June 30, 2015**. A new Statewide Library Catalog Interlibrary Loan service will be available in the fall due to a reduction in State Library funding of nearly \$100,000. The State Library's decision to discontinue the current statewide catalog and interlibrary loan service (reQuest) on July 1, 2015 was decided in April 2015. The State Library's Division of Library Development is working with Bibliomation to implement a new system by the Fall of 2015. The Connecticut Public Libraries directory to search library catalogs in Connecticut is available online. The Middlebury Public Library staff is prepared to locate materials and continue to request materials from other libraries when available throughout this transition. **Note:** *The Middlebury Public Library successfully migrated over to*

VERSO 4.0 provided by Auto-graphics in June 2014. The Middlebury Public Library's catalog system worked well with the State Library's interlibrary loan sharing system of thirty years called Request by Auto-graphics. The twenty thousand dollar savings was significant. Auto-graphics has provided it's users with the following information. It does not know how the open source system is going to work with its system at this time.

Verso 4.0 Catalog System Update from Auto-Graphics as it pertains to the interlibrary loan transition:

- Support, maintenance and hosting will continue from Auto-graphics.
- Auto-graphics has offered to build a VERSO "consortia" for ILL called "CT VERSO".
- CT Verso users can add individual ILS in the state as a cataloging resource, if those individual libraries agree.
- An informational workshop called Request ILL Transition will be held at the Goshen Public Library on June 17, 2015 by the State Library. A Middlebury staff meeting is scheduled to follow.
- CT Verso users can purchase a MARCIt cataloging subscription for \$500 per year if additional cataloging resources are needed.
- If the statewide ILL solution is not available by 10/1/15 then Auto-graphics will continue the CILL (CIRC Based ILL) services for an **annual fee of \$1,200.**
- If the statewide system is available then, CT VERSO will be configured by Auto-graphics to support this new environment. There will be some form of **annual maintenance** for this integration, which will be determined once the functionality of the Bibliomation solution is defined.

- Auto-graphics does not know how updates might be applied to the new database or how often or if there will be a fee to connect to this state resource.

Window Shades Quote from *Window Fashion Experts* (Handout)

Recommendation:

Complete Meeting Room, Complete Children's Room and add Director's Office – approximate total \$1713 from Fund 61

Request Quiet Reading Room funding from the *Friends of the Middlebury Library*- approximately \$5,021

No action for the café 'at this time

Town of Middlebury: CIRMA Online Accident Form

At a Town of Middlebury department head meeting on Wednesday, May 20, 2015, all claims pertaining to town property and liability and workers' compensation insurance submitted to CT Interlocal Risk Management Agency (CIRMA) will now be submitted online by department heads not town management.

Friends of Middlebury Library:

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.

Statistics for MAY 2015 (HANDOUT)



Changes to Statewide Library Catalog and iCONN.org

Effective July 1, 2015

The **Statewide Library Catalog (reQuest)**, including the reQuest Interlibrary Loan service, **will not** be available after **June 30, 2015**. A new Statewide Library Catalog Interlibrary Loan service will be available in fall due to a reduction in State Library funding of nearly \$100,000. The State Librarian has made the tough decision to discontinue the current statewide catalog and interlibrary loan service (reQuest) on July 1, 2015. The State Library's Division of Library Development is working with a regional library network to implement a new system by the Fall of 2015.

MIDDLEBURY PATRONS: When you login into the Middlebury Public Library's VERSO 4.0 catalog system, the "Request this item" button will no longer be an option for materials not owned by the Middlebury Public Library. You may use the Connecticut Public Libraries directory to search any of the multi-library and individual library catalogs in Connecticut. If you locate an item you wish to obtain, ask our library staff to obtain it for you or visit the library that owns the material directly. A directory/map of public libraries in Connecticut link is as follows:
https://www.google.com/maps/d/viewer?msa=0&mid=zxwKqkkWQR3Q.kk0YUZx_15b8

Please note: On July 1, 2015, when you visit iCONN.org, you will see a new home page. This new home page will direct you to the iCONN electronic resources most appropriate for your needs. If you are accessing iCONN.org outside the library, the need to enter your library card number - if it arises at all - will arise only when you are about to view a full-text article.

	May 2015	
CIRCULATION	5619	
PROGRAMS	Number of Programs	Number of Attendees
Adult - Includes Technology Programs	47	197
Children	23	161
Teen	1	4
Specials	1 Ballet	90
	1 First Grade	60
Outside Groups	4	375
PROGRAM TOTAL	77	847
STUDY ROOM USAGE	98 times	163 people
LIBRARY CARDS	New Middlebury Residents 39	Active Cards 2393
COLLECTION SIZE	70796	

464641

JEFF STURMAN
Window Fashion Experts
 200 Circle Drive
 Torrington, CT 06790
 860-459-5772

NAME MIDDLEBURY LIBRARY		SHIP TO Jan Ladue 203-758-2634	
ADDRESS 30 CREST RD.		ADDRESS	
CITY, STATE, ZIP MIDDLEBURY CT 06762		CITY, STATE, ZIP	

ORDER NUMBER	DEPARTMENT	SALESPERSON	WHEN SHIP	TERMS	HOW SHIP	DATE / /
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QUANTITY	DESCRIPTION			PRICE	AMOUNT
CHILD	13	36	3 1/2 R	96" control child \$175-	236-
JOANNE	13	51 1/8	109 1/2 L		491-
	13	85 7/8	29 1/2 R	ROLLER SHADES PARLAMENT JOANNE Meeting \$746-	511-
Meeting	12	34 3/4	33 L	91203 w/ walt	236-
	13	85 1/8	29 1/2 L	stainless steel chain	Meeting \$556-
CAF	13	59 1/2	27 1/4 L	regular roll	CAF \$658-
	13	62	L		314
	13	37 5/8	L		285
QUIET	13	48 1/2	109 1/2 L	QUIET \$2096-	491
		48 1/2	R		491
		48 1/2	L		491
		48 1/2	R		491
		45 7/8	L		426
		46 1/8	R		426
QUIET FRONT	13	52 1/8	109 1/4 L	QUIET FRONT \$2925-	491
		52	R		491
		52	L		491
		52	R		491
		52	L		491
		52	R		491
		52	L		491
BUYER:		52	R	total all together \$6799-	491

KEEP THIS SLIP FOR REFERENCE