



TOWN OF MIDDLEBURY

Library Board of Trustees

Meeting Minutes

Tuesday, May 11, 2021 – 4:30 P.M.

Via Zoom

Present: Rita H. Smith - Chairman
Peter Vaccarelli
Mary Veillette
William Stowell
Patricia Fahey

Also Present: Rachel Primus, Recording Clerk
Jo-Ann LoRusso, Library Director

Absent: Robert Desmarais, Sr.

Rita Smith called the meeting to order with the Pledge of Allegiance at 4:32 P.M.

Approval of March 9, 2021 Meeting Minutes

VOTED: Unanimously on a motion by Bill Stowell and seconded by Mary Veillette to **APPROVE** the March 9, 2021 meeting minutes as presented.

Trustee Reports

• Treasurer's Report

Bill Stowell said the report was emailed prior to the meeting. He read the report into the record. He reported there was no activity in the Brick Sales and Room Naming Opportunities account during the period March 1 through April 30, 2021.

Total brick sales to date = \$52,635.00

Total expenses to date = \$29,619.45

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$23,015.55.

Bill said he sent has submitted the brick order and the invoice will be paid sometime in May.

VOTED: Unanimously on a motion by Pat Fahey and seconded by Peter Vaccarelli to **APPROVE** the treasurer's report.

• Secretary's Report

Rita Smith said she had not received any correspondences.

• Director's Report

JoAnn said everyone received a packet. She explained that she is applying for the American Rescue Act grant in the amount of \$16,000.00 that can be used to increase the internet activity outdoors. She has been working with Public Works on the purchase of two Lenox picnic tables which cost \$7,895.00 each and would act as a Wi-Fi hot spot. She said they may need to purchase security cameras as well. JoAnn showed the board a picture of the proposed table which has Wi-Fi, seating, and can also charge cell phones. The grant, however, does not cover the cost of a patio. She explained the proposed location of the tables, and noted they would not

be wheelchair accessible. Peter said that security and vandalism is definitely a concern and that November through April are probably months it won't get used. He also explained that DPW does not have the extra people to take care of its maintenance. JoAnn asked for suggestions stating they are allowed \$16,000.00 for conductivity and noted it cannot be used on past purchases. She noted that the details of the grant are available on the State's website if members wanted to read up on the grant. Bill Stowell asked what the time frame was for applying. JoAnn said it needs to be in by September 1st. Rita Smith asked if everyone would take a look at the grant and they can discuss it at next month's meeting.

JoAnn said the 2022 Nutmeg Nominee books arrived and are available for check out. People can enter into a drawing for a gift certificate from Rita's Frozen Custard and Pies and Pints of Middlebury. She said they are offering a drawing to promote reading for the month of May and the summer reading list Tails and Tales 2021 will begin in June.

JoAnn said beginning May 24th they will be extending the library hours and two public computer stations will be available at the front of the building with a time limit use of 20 minutes. They will now offer browsing the stacks and curb side pickup. The library will still be closed on Saturday.

JoAnn explained that there was Region 15 Outreach, where the first and second graders received their library cards. She also reported that the new library hours will be published in the Voices.

VOTED: Unanimously on a motion by Pat Fahey and seconded by Bill Stowell to **APPROVE** the Director's Report.

Old Business

None

New Business

- Review Covid-19 Addendum

Rita Smith said they had reviewed the Covid-19 Addendum and had given JoAnn discretion to make changes, which she has. The number of patrons and the ground markers where changed. There was a discussion regarding the time limit. The board agreed to remove "Patrons are limited to 30 minutes per visit".

VOTED: Unanimously on a motion by Bill Stowell and seconded by Pat Fahey to **ACCEPT** and **READOPT** the revised Code of Conduct Policy.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Pat Fahey and seconded by Bill Stowell to **ADJOURN** to meeting at 4:56 PM.

These minutes are submitted subject to approval.

Respectfully submitted,

Rachel Primus

Recording Clerk

Attachments

Cc: Library Board of Trustees
Library Director
Town Clerk
Web Master

Memorandum

To: Middlebury Public Library Board of Trustees

From: Bill Stowell, Treasurer

Date: 5/8/2021

Re: Treasurer's Report for the period March 1 through April 30, 2021

There was no activity in the Brick Sales and Room Naming Opportunities account during the period March 1 through April 30, 2021.

Total Brick Sales to date = \$52,635.00

Total Expenses to date = \$29,619.45

Balance in Fund 61- Brick Sales and Room Naming Opportunities account = \$23,015.55

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 11, 2021

2 pages

Statistics for April 2021

(Chart)

American Rescue Plan Act (ARPA) grant application

The Middlebury Public Library intends to apply for this ARPA grant in the amount of \$16,000 to utilize increased internet connectivity outdoors. Detailed information was emailed on Wednesday, April 28, 2021.

2022 Nutmeg Award-Winning Books

Top Secret: 2022 Nutmeg Nominee books have arrived and were announced on May 1, 2021. Copies are available for check out. Check out a 2022 Nutmeg Nominee during May to be entered into a drawing for a gift certificate from local businesses Rita's Frozen Custard and Pies and Pub of Middlebury.

Summer Reading Initiative

The Middlebury Public Library Tails and Tales Summer Reading 2021 will begin June 15, 2021. This reading program is broken down into four age categories: early literacy, elementary school age, teen, and adult. We understand the importance of reading during the summer while schools are closed. Parents and children alike want to relax and enjoy an adventure. We offer free access to endless possibilities based on personal interests, curiosity, and pure enjoyment. We offer materials, projects, and programs to educate, enlighten, and entertain all while meeting the new normal standards of mask wearing and social distancing. Please check our website for current information. Our summer read kick off begins mid-June. We are in the final planning stage. The Friends of the Middlebury Public Library, Inc. purchased two Build-A-Bear gift cards and one Amazon gift card for the drawing at the conclusion of our summer reading initiative program.

Middlebury Public Library Extends Library Hours

The Middlebury Public Library will extend hours for browsing the stacks beginning Monday, May 24, 2021. Press releases were sent on Thursday, April 29, 2021. Two public computer stations inside the building will be available. Please see Middlebury Public Library Code of Conduct Policy Revised COVID-19 Addendum, April 28, 2021.

Region 15 Outreach

Middlebury Elementary School First and Second graders received their Middlebury Public Library cards. The students decorated butterflies for the library's window display. A 127 butterflies can be seen from Whittemore Road.

	APRIL 2021	
Circulation	1804	
Programs	Number of Programs	Number of Attendees
Adult	1	352
Children	4	30
Zoom - Children	9	50
Zoom-Adult	0	0
YA (12-18)	0	0
Technology	0	0
Outside Groups	0	0
Program Total	14	432
Study Room Usage	0	0
Library Cards	2643	117 New Residents
Collection Size	70902	

Middlebury Public Library

Code of Conduct Policy

REVISED COVID-19 Addendum

- Patrons with a temperature or feeling sick should not come to the library.
- Patrons must use hand sanitizer as they enter the library.
- Patrons must wear a face covering at all times while in the library unless under 2 years of age regardless of vaccination or not.
- Patrons are limited to 30 minutes per visit.
- Patrons must practice social distancing by maintaining 3 to 6 feet from other patrons and staff at all times.
- No social gathering inside the library building.
- Return all materials in the outdoor book drop.

The Middlebury Public Library will continue to monitor public safety.

Revision to this Addendum is at the discretion of the Library Director.

REVIEW AND ADOPTED:

This policy is subject to continuous review.

Reviewed by Town Atty. on June 17, 2020

Adopted by the Library Board of Trustees on June 9, 2020

Revised by the Library Director on April 28, 2021