



TOWN OF MIDDLEBURY

Library Board of Trustees

Meeting Minutes

Tuesday, October 12, 2021 – 4:30 P.M.

Present: Rita H. Smith - Chairman
Mary Veillette
Robert Desmarais, Sr
Patricia Fahey
Diane Giudditta

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

Absent: Peter Vaccarelli

Rita Smith called the meeting to order with the Pledge of Allegiance at 4:30 P.M. She welcomed Diane Giudditta, who was appointed on September 20, 2021. Rita handed out a new updated contact sheet to the trustees.

Approval of September 14, 2021 Meeting Minutes

VOTED: Unanimously on a motion by Robert Desmarais and seconded by Pat Fahey to **APPROVE** the September 14, 2021 meeting minutes with the following corrections: under New Business, Code of Conduct Policy, 13th sentence, change the word sing to sign.

Trustee Reports

• Treasurer's Report

Rita Smith handed a copy to the trustees. She read it into the record. There was no purchasing activity in the Brick sales and room naming opportunities account during May 1 through September 30, 2021. There was an expenditure of \$56.00 on May 6, 2021 for the cost of the order from the sale of 1 8x8 brick in February 2021.

VOTED: Unanimously on a motion by Robert Desmarais and seconded by Mary Veillette to **APPROVE** the Treasurer's Report.

• Secretary's Report

Robert Desmarais said he nothing to report.

• Director's Report

JoAnn said everyone received a packet and the statistics were included. She said that currently the programing is held via Zoom or outdoors. JoAnn said that the First Selectman stopped down to meet the new staff and to see how things were going because of Covid-19. It was decided that due to the new variant, flu season and children 5 to 12 years old not being vaccinated yet things should stay as they are. Ed St John is happy with the activities that they are able to provide patrons. He feels things are going excellent and was very supportive. JoAnn handed the trustees a copy of the new sign. She reviewed the October 2021 calendar of events and programs being

offered. JoAnn said that the Book Explorer book club meets monthly on Zoom, they are offering an adult brown bag book discussion, there is a scarecrow judging contest and there will be a teen costume party for grades 6 through 12. She said they are continually getting creative, especially with the children's area. She said they offer a scavenger hunt on Saturdays for ages 3 through 7. JoAnn said the story walks and the tailgate story time was well attended. She said she is continuously checking the updates on the Covid-19 tracker. JoAnn said the memorial for Mary Engelman children's books on display has used about \$800 out of the \$2000 in purchasing so far. She said that every book has her name in memory of.

JoAnn handed the trustees the holiday schedule for 2021-2022, and noted there were no conflicts for their meetings.

Pat asked how the kids were doing with the Zoom sessions. JoAnn said they are embracing it and adapting well.

VOTED: Unanimously on a motion by Patricia Fahey and seconded by Diane Giudditta to **APPROVE** the Director's Report.

Old Business

None

New Business

None

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Mary Veillette and seconded by Patricia Fahey to **ADJOURN** to meeting at 4:50 PM.

These minutes are submitted subject to approval.

Respectfully submitted,

Rachel Primus

Recording Clerk

Attachments

Cc: Library Board of Trustees
Library Director
Town Clerk

TREASURER'S REPORT

TO: Middlebury Public Library Board of Trustees

FROM: Rita H. Smith, Chairman

DATE: October 12, 2021

RE: Report for the period May 1, 2021 through September 30, 2021

There was no purchasing activity in the Brick Sales and Room Naming Opportunities account during the period of May 1 through September 30, 2021.

There was an expenditure of \$56.00 on May 6, 2021 for the cost of the order from the sale of 1 8x8 brick in February 2021.

Total Brick Sales to date: \$52,635.00

Total Expenses to date: \$29,675.45

Balance in Fund 61 - Brick Sales and Room Naming Opportunities account =
\$22,959.55

Respectfully,

Rita H. Smith
Chairman, Middlebury Public Library Board of Trustees

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. The Middlebury Public Library will be in compliance with the State of Connecticut and Town of Middlebury policies.
- 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 Head Director.

REVIEW AND ADOPTED

This policy is subject to continuous review.

Reviewed by Town Attorney on June 17, 2020

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

Revised by the Library Director on April 28, 2021

Reviewed and readopted by the Library Board of Trustees on May 11, 2021

Reviewed and readopted by the Library Board of Trustees on September 14, 2021

To: Middlebury Public Library Board of Trustees

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From: Jo-Ann LoRusso, Library Director

RE: Director's Report

October 12, 2021

Statistics for September 2021

(Chart)

October 2021 Calendar of Events

(Handout)

In Memory of Marilyn S. Engelman- A Gift of Children's Books

Town of Middlebury, Ct COVID-19 Tracker update

2022 Town Of Middlebury Holiday Schedule

(Calendar)

	SEPTEMBER 2021	
Circulation	2754	
Programs	Number of Programs	Number of Attendees
Adult	1	9
YA (12-18)	0	0
Children	3	43
Zoom Children	1	14
Family Program	2	53
Self Directed Ages 0-11	0	0
Self Directed Ages 12-18	1	2
Total Programs	8	121
Library Cards	Active Cards 2,481	New Residents 24
Collection Size	72,208	