



TOWN OF MIDDLEBURY

Library Board of Trustees

Meeting Minutes

Tuesday, October 12, 2021 – 4:30 P.M.

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

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

Absent: Mary Veillette

Rita Smith called the meeting to order with the Pledge of Allegiance at 4:30 P.M.

Approval of October 12, 2021 Meeting Minutes

VOTED: Unanimously on a motion by Robert Desmarais and seconded by Pat Fahey to **APPROVE** the October 12, 2021 meeting minutes with the following corrections: under Director's Report change Mary Engelman to Marilyn Engelman and change \$2000 to \$2500.

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 October 1 through October 31, 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.

VOTED: Unanimously on a motion by Patricia Fahey and seconded by Robert Desmarais 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 currently there are 18 programs being offered which include Zoom, self-directed, and outdoor programs. JoAnn said that September was library card promotion month and they received 14 new members. She reviewed the November calendar, noting the scavenger hunt for December will have a ginger bread theme for ages 3-7 years old. Pumpkin was the theme for October and turkey is the theme for November. JoAnn said she is working on getting a quote for new shelving in the Teen Room. She noted that this month's reading challenge is being sponsored by Steven Harrington

of Edward Jones. He donated a \$50 Visa gift card. JoAnn said that the book explorers was off to a good start for grades 1-3. She noted they put the illustration that was drawn of the library on the website. She felt this was a nice touch. JoAnn said they are taking steps to move forward regarding Covid-19. They have opened up some staggered seating and computer stations with a limited set up. She said that Westover Students have been coming in. She feels they are still operating in a safe manor. She stated they did put a chair and table in the Teen Room, although she is still not comfortable with the 4 people to a room policy yet. She also noted that the Children's room has windows. JoAnn said she feels this will be a gradual process. They have received good feedback and patrons are very appreciative of what has been done so far.

JoAnn presented the trustees with her proposed budget for FY 2022-2023 per the Town Charter. She noted that it is still a little early in the fiscal year, but she based it on the numbers and figures she has now. She said they will be asking for a 3.8% increase from last year. This increase does not pertain to library operations. 20% is for Power Control and another 20% for Heating and Oil. She noted the full time salary request reflects the town wide raises. JoAnn said the part time salaries has a vacancy position which they are not rushing to fill. There is also a 15% increase for office supplies due to the increase in prices. She noted they are currently on a waiting list for copier toners. JoAnn said there is a 2.8% increase for books due to the shortage on paper, noting they have books currently on back order. There is an increase of 3.3% in audio visual. She said they plan to reduce periodicals based on circulation. JoAnn said she has asked Ed St John to review the proposed budget. She said she usually tries to get an idea based on 6 months, but this budget is a little early. Rita asked that she keep the board in the loop and these figures will likely change as the year progresses. She suggested JoAnn speak with Dan and Ed to make possible changes. A discussion ensued regarding the budget process.

VOTED: Unanimously on a motion by Diane Giudditta and seconded by Robert Desmarais to **APPROVE** the proposed budget for FY 2022-2023.

Old Business

None

New Business

- **Review and Update Bylaws**

Rita handed a copy of the Bylaws to the trustees. The following changes were made: anywhere the word Head Director is should be changed to Library Director; under Section 5 : Duties add #6 Prepares the annual report.; under Section 1 Regular Meeting change the time from 3:00 PM to 4:30 PM; and add Amended 11/09/2021 to the end.

VOTED: Unanimously on a motion by Robert Desmarais and seconded by Peter Vaccarelli to **APPROVE** the amended By Laws.

- **Meeting Schedule of 2022**

Rita said the meetings will be held on the second Tuesday of every month at 4:30PM with no meeting in the months of July and August. The first meeting in 2022 will be January 11, 2022.

VOTED: Unanimously on a motion by Patricia Fahey and seconded by Diane Giudditta to **APPROVE** the 2022 Meeting Schedule.

Rita noted that in December there will be officer elections. She asked that any trustee let her know if they are interested in any positions. She said they definitely need a treasurer.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Patricia Fahey and seconded by Robert Desmarais to **ADJOURN** to meeting at 5:00 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: November 9, 2021

RE: Report for the period October 1, 2021 through October 31, 2021

There was no purchasing activity in the Brick Sales and Room Naming Opportunities account during the period of October 1 through October 31, 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

To: Middlebury Public Library Board of Trustees

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From: Jo-Ann LoRusso, Library Director

RE: Director's Report

November 8, 2021

Statistics for October 2021

(Chart)

November 2021 Calendar of Events

(Calendar)

Middlebury Public Library Website

Department 64 Budget Proposal Fiscal Year 2022-2023

(Handout)

	OCTOBER 2021	
Circulation	2711	
Programs	Number of Programs	Number of Attendees
Adult	1	9
YA (12-18)	0	0
Children	0	0
Zoom Children	11	71
Family Program	5	70
Self Directed Ages 0-11	0	0
Self Directed Ages 12-18	1	5
Total Programs	18	155
Library Cards	Active Cards 2,455	New Residents 14
Collection Size	72,511	

**Department 64: Middlebury Public Library
Budget Proposal Request for Fiscal Year 2022-2023**

The Middlebury Public Library is requesting a modest year with price increases. According to the news media, the following line items: power and control, heating, books, and supplies will experience price increases.

The following budget request represents a conservative and fiscally responsible approach necessary to continue to provide the highest level of services to our residents of Middlebury. The Middlebury Public Library never closed during the Covid-19 pandemic. We offered *Select from Home* curbside service, free Wi-Fi throughout the library grounds, outdoor and remote programming for all ages, remote printing, digital downloads of eBooks and eAudiobooks, donated jigsaw puzzles, and government tax forms. We continually monitored the health threat and gradually opened the building up to browsing the stacks, including Tuesday evening hours and Saturday hours, and two in house computer stations. The *Select from Home* curbside service remains available to the public. Indoor programs and services have been suspended at the time of preparing this budget. The pandemic remains a serious health threat. Vaccinations are currently available to our community members that are 12 years of age and older. Covid-19 variants and upcoming flu season continue to create challenges to Middlebury residents and surrounding towns that utilize our services. However, creative outdoor and remote programs remain available to the public.

Department 64 Budget Proposal for Fiscal Year 2022-2023:

3.8% increase \$461,071.70

01-64-01-6002 Full Time Salaries: \$230,392.50

2% cost of living raise (\$4,517.50) or align with town wide raises

01-64-01-6003 Part Time Salaries: \$70,849.20

2% cost of living raise (\$1,389.20) or align with town wide raises

The Middlebury Public Library staff consists of four full time and three part time with one part time vacancy. The part time hours remain up to 19 hours per week.

01-64-02-6100 Power and Control: \$38,880

20% based on projected costs (\$6,480) -Town determines usage-no tenant in space.

01-64-02-6102 Travel and Expense: \$3,000

no change

01-64-02-6102 Dues and Publications: \$3,000

no change

01-64-03-6401 Office Supplies: \$5,750

15% increase (\$750) due to inflation and shortages

01-64-03-6413 Heating Oil: \$12,000

20% increase (\$2,000) based on projected costs- Town determines this line item- no tenant in space.

01-64-03-6437 Library Equipment/Copy Machine: \$11,000

no change

01-64-03-6601 Books: \$54,500
2.8% increase (\$1,500) due to increased prices

01-64-03-6602 Audio Visual: \$6,200
3.3% increase (\$200) due to increased prices

01-64-03-6603 Periodicals: \$5,000
no change-plan to reduce the number of titles

01-64-03-6604 Auto Circulating System: \$14,000
no change

01-64-03-6605 Technology: \$2,500
no change

01-64-03-6607 Visual: \$4,000
no change