



TOWN OF MIDDLEBURY

Library Board of Trustees

Meeting Minutes

Tuesday, December 14, 2021 – 4:30 P.M.

Present: Rita H. Smith - Chairman
Peter Vaccarelli – Vice Chairman
Patricia Fahey
Mary Veillette
Diane Giudditta

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 4:30 P.M.

Approval of November 9, 2021 Meeting Minutes

VOTED: Unanimously on a motion by Pat Fahey and seconded by Diane Giudditta to **APPROVE** the November 9, 2021 meeting minutes with the following corrections: Change the date of the meeting from October 12, 2021 to November 9, 2021 and under Director's Report change manor to manner.

Trustee Reports

• **Treasurer's Report**

Rita Smith handed a copy to the trustees, and read it into the record. There was no purchasing activity in the Brick sales and room naming opportunities account during November 1 through November 30, 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 Mary Veillette and seconded by Peter Vaccarelli to **APPROVE** the Treasurer's Report.

• **Secretary's Report**

Rita Smith said they received one correspondence from Marion Varanelli. She read the letter into the record. JoAnn noted that Marion gave a \$25.00 donation to the library.

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

• **Director's Report**

JoAnn said everyone received a packet and the statistics were included. She reviewed it with the board. JoAnn went over the December calendar. There will be a seasonal Sing-along via Zoom

and a scavenger hunt every other weekend. JoAnn noted the Friends, INC were supposed to sponsor the hunt, but it didn't end up happening. They will be offering Reading with a Twist challenge where participants could win a gift certificate donated by Stephen Harrington of Edward Jones.

JoAnn said they are utilizing the State Library collection and have borrowed over 50 copies. She said they will be wrapping up the yearlong reading challenge and she was able to purchase a tablet for \$75.00 as a prize.

JoAnn explained the Woodside program the library offered that started 1 ½ years ago. She feels it's a nice service for the older population.

JoAnn said they had a resignation from one of the part time staff. She read the resignation letter from Joan Arnold into the record. She said they have hired a substitute part time assistant who is coming in as needed. JoAnn said she feels this will be an asset to the library.

JoAnn discussed a situation that has been on going with the Friends of the Middlebury Public Library for some time now. There are 2 active members, with all other board members never being notified of meetings. She feels that now it is more of a club instead of an organization. She has been in contact with the President, Noreen Corsi. They discussed starting the book sales again but Noreen is nervous about Covid-19 and is not comfortable with having sales right now. JoAnn received the minutes from the October meeting. They state they have \$12,000 in funds. The library is in need of shelving and JoAnn reached out to Noreen with a fund request. Noreen responded she is not interested in helping with shelving. JoAnn explained the purpose of the Friends which is to help with any need for the library. But it appears the group is only interested in supporting programs. JoAnn said she composed a fund request form. She handed copies to the trustees. She said she feels this would be a good way to request money to be allocated to the library. JoAnn met with Noreen and explained to her that they have an adult programmer on staff, but would be happy to take their suggestions. JoAnn mentioned she had referred people to volunteer with the Friends, but was told later they didn't feel welcome. Pat said she was not included in conversations and did not feel welcome either. She feels they can't run an organization with just 2 people. JoAnn said she is never invited to attend their meetings, but is given the minutes after. She said she put in a request for the shelving along with a quote through email. JoAnn read the response she received from Karen into the record. It said they are not interested in helping with that and they are just interested in supporting programs. Karen felt the community shows no interest in Friends and feels it may be time to dissolve the program. Peter Vaccarelli felt her response was good, it is time to end it. He feels they are in the same position with this group as the last one. They are holding the money and they don't have the right to do that. He feels they should speak to the town attorney. JoAnn said she knows there are people that want to help and would work the book sales. She questioned if they could pass or sign off the organization to someone else instead of dissolving it. Peter said it is a legal entity. Rita said it is filed with the State. Rita felt that all money transitions should be done using the fund request form. Rita read from the Friends article. There are certain duties they are supposed to perform which they are not. They are supposed to have meetings and they aren't. They are in violation of their own regulations. Rita suggesting asking them to attend the January meeting where they can sit and discuss these issues. JoAnn said the director of the library is supposed to be invited to the meetings and is not. They are supposed to have a liaison from the LBT but they are not letting Pat know about the meetings. Rita said they are supposed to have a secretary and treasurer and they don't. JoAnn explained that the money in the Friends account was a donation that was to be spent for the library only. Rita asked that this item be put on the agenda for next month.

JoAnn said she has submitted the Department 64 budget proposal for FY 2022-2023 and there have been no changes. She reached out to Dan Norton at Public Works regarding the heating budget. He told her to use last year's numbers.

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

Old Business

None

New Business

- **Officer Elections**

Rita said they need to vote on Chairman, Vice Chairman, Secretary and Treasurer.

VOTED: Unanimously on a motion by Peter Vaccarelli and seconded by Patricia Fahey to **ELECT** Rita Smith as Chairman for a 2 year term.

VOTED: Unanimously on a motion by Mary Veillette and seconded by Patricia Fahey to **ELECT** Peter Vaccarelli as Vice Chairman for a 2 year term.

VOTED: Unanimously on a motion by Peter Vaccarelli and seconded by Diane Giudditta to **ELECT** Mary Veillette as Treasurer for a 2 year term.

VOTED: Unanimously on a motion by Patricia Fahey and seconded by Diane Giudditta to **ELECT** Robert Desmarais as Secretary for a 2 year term.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Peter Vaccarelli and seconded by Patricia Fahey to **ADJOURN** to meeting at 5:10 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: December 14, 2021

RE: Report for the period November 1, 2021 through November 30, 2021

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

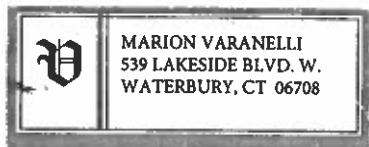
Total Brick Sales to date: \$52,635.00

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



HARTFORD CT 060
3 DEC 2021 PM 4 L



marion

Dec. 3, 2021

Dear Middlebury Librarians -

Thank you for always being so helpful in providing me with so many wonderful books - You are always very helpful, and I certainly appreciate the job you all do.

I have a book due on December 1st. "Cloud Cuckoo Land" by Anthony Doerr - but because we were away Thanksgiving week, (lots of cooking!) I was unable to finish it. I will return the book on Monday, December 6... I really enjoyed it. Sorry for being late in returning it.

Again, thank you - Your work and dedication are truly appreciated.

Marion Varanelli

To: Middlebury Public Library Board of Trustees
page

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From: Jo-Ann LoRusso, Library Director

RE: Director's Report

December 14, 2021

Statistics for November 2021

(Chart)

December 2021 Calendar of Events

(Calendar)

Substitute Part Time Librarian Assistant

(Resignation)

Friends of Middlebury Public Library, Inc.

Department 64 Budget Proposal Fiscal Year 22-23

	Novemeber 2021	
Circulation	2,181	
Programs	Number of Programs	Number of Attendees
Adult	0	0
YA (12-18)	0	0
Children	0	0
Zoom Children	20	132
Family Program	1	14
Self Directed Ages 0-11	0	0
Self Directed Ages 12-18	1	5
Total Programs	22	151
Library Cards	Active Cards	New Residents
	2,429	17
Collection Size	72,946	

November 4, 2021

Jo-Ann LoRusso, Director
Middlebury Public Library
30 Crest Road
Middlebury, CT 06762

Dear Mrs. LoRusso:

Please accept this letter as formal notification of my resignation from Middlebury Public Library. I have decided to retire. My last day will be in two weeks on November 18, 2021.

I would like to thank you for the opportunity to work at Middlebury Public Library for the past ten years. I have enjoyed helping patrons and working with staff.

Before I leave, I will ensure that all my projects are completed as far as possible. I am happy to assist in any way to ensure a smooth departure.

Sincerely,

A handwritten signature in cursive script that reads "Joan Arnold".

Joan Arnold
140 Applewood Lane
Naugatuck, CT 06770

MIDDLEBURY PUBLIC LIBRARY

Funding Request

Employee Name: _____

Department: _____

Type of Program/Project

☐ Adult

☐ Children

☐ Community

☐ Senior

☐ Teen

☐ Other

Date of Program: _____

Brief Description of Program:

You must submit request for Director approval in order to proceed with program.

Employee Signature

Date

Director Approval

☐ Approved

☐ Rejected

Comments:

Director Signature

Date

JoAnn Lorusso

From: gonequiltin1@yahoo.com
Sent: Tuesday, November 16, 2021 9:16 PM
To: Noreen Corsi (nacnpc@gmail.com); JoAnn Lorusso
Subject: Re: Friends of the Middlebury Library, Inc. Shelving Request

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Email support@computercompany.net if you doubt the validity of this email.

Shelving is not what we are about. We need to support programs. If you take \$8000 for shelving then the next step is just to dissolve The Friends and be done. The community has no interest in Friends , nobody has the time except for a few fools who never say 'no.'
We can't collect books to sell, maybe it's just time to end it..

Karen

On Tuesday, November 16, 2021, 10:47:19 AM EST, JoAnn Lorusso <jlorusso@middlebury-ct.org> wrote:

Dear Noreen and Karen,

Please see attachment: Friends of the Middlebury Library, Inc. Shelving Request

Friends, Inc. funding of two rows of shelving in the Teen Room would greatly be appreciated. Please review the funding request form, sign, and email back as soon as possible. The quote is time sensitive as indicated in the quote.

Sincerely,

Jo-Ann LoRusso

Library Director

Middlebury Public Library

30 Crest Road

Middlebury, CT 06762

(203) 758-2634 ext.5005

(203) 577-4164 Fax

JoAnn Lorusso

From: JoAnn Lorusso
Sent: Tuesday, November 16, 2021 10:47 AM
To: Noreen Corsi (nacnpc@gmail.com); Karen Stowell (gonequiltin1@yahoo.com)
Subject: Friends of the Middlebury Library, Inc. Shelving Request
Attachments: SKM_C30821111611160.pdf

Dear Noreen and Karen,

Please see attachment: Friends of the Middlebury Library, Inc. Shelving Request

Friends, Inc. funding of two rows of shelving in the Teen Room would greatly be appreciated. Please review the funding request form, sign, and email back as soon as possible. The quote is time sensitive as indicated in the quote.

Sincerely,

JoAnn LoRusso

Library Director
Middlebury Public Library
30 Crest Road
Middlebury, CT 06762
(203) 758-2634 ext.5005
(203) 577-4164 Fax
jlorusso@middlebury-ct.org

CONFIDENTIALITY NOTICE: This message and any attachments may contain confidential, proprietary or legally privileged information and is intended only for the use of the addressee or addressees named above for its intended purpose. If you are not the intended recipient of this message, this message constitutes notice that any review, retransmission, distribution, copying or other use or taking any action in reliance on the information in this message and its attachments, is prohibited. If you receive this communication in error, please immediately advise the sender by reply e-mail and delete this message and its attachments from your system without keeping a copy. Unless expressly stated in this e-mail, nothing in this message may be construed as a digital or electronic signature. Thank you.

MIDDLEBURY PUBLIC LIBRARY

Friends of Middlebury Library Funding Request

Employee Name: Jo-Ann LoRusso

Department: Teen Room : Shelving Request

Type of Program/Project

☐ Adult

☐ Children

☐ Community

☐ Senior

☒ Teen

☐ Other

Date of Program: Please see quote 13041-1

Brief Description of Program:

The Teen room is in need of two rows of shelving due to our increase in collection. Quote Attached. Please

You must submit request for Director approval in order to proceed with program.

Sign and email as soon as possible.

Employee Signature

Date

Jo Russo

Thank-ym,
Jo-Ann

Director Approval

Friends Approval

☒ Approved

☐ Approved

☐ Rejected

☐ Rejected

Comments:

Please note this request is time sensitive.

Director Signature

Date

Jo Russo

11/16/2021

Friends of Middlebury Library Representative

Date



QUOTE

Jennifer Tiso : psinesp1@yahoo.com
 484 Wolcott Road, Wolcott, CT 06716
 203-870-5471 P / 203-870-7188 F

QUOTE #: 13041-1 PAGE: 1 OF 1

TO: Middlebury Public Library
 30 Crest Road, Middlebury CT 06761
 JoAnn LoRusso 203-758-2634

DATE: November 5, 2021
 FILE NAME: MIDDLEBURY.XLS
 COLOR: STANDARD
 PRODUCT: ESTEY
 PMT TERMS: NET 30

QTY	ITEM #	DESCRIPTION	UNIT LIST	UNIT TOTAL
MOBILE SHELVING				
6	WF42100	DF WELDED FRAME 36"W X 10/20"D X 42"H	\$ 502.00	\$ 3,012.00 427
6	WFMB-3620A	WF MOBILE BASE ASSEMBLY 36 X 20	\$ 513.00	\$ 3,078.00 157
6	SSBR4236A	SEISMIC SWAY BRACE 42 X 36	\$ 63.00	\$ 378.00 20
6	CTIB10S	CANOPY TOP BRACKETS 10	\$ 13.40	\$ 80.40 7
6	TOTAL UNITS			
TOTAL NET:				\$5,548.40 690
DISCOUNT:				\$ (3,636.14) 54%
TOTAL NET:				\$3,912.26
STEEL SURCHARGE:				\$1,378.11
ESTIMATE FREIGHT:				\$650.00
N/U INSTALLATION:				\$408.00
TOTAL INSTALLED:				\$5,348.37

*
 SPECIAL NOTES: NON UNION INSTALLATION. NORMAL WORKING HOURS/DAY. NO CARRY UPS OR WALK DOWNS. CLEAN AND OPEN AREA. QUOTE GOOD UNTIL NOVEMBER 26, 2021. 12.6% PRICE INCREASE TO TAKE EFFECT DEC 1, 2021.

Deliveries are subject to delays from fire, strikes or other causes beyond our control. PSI assumes no liability for delay due to reasons beyond its control.

Quote Attached + \$1,928.36 end caps
 Topper

\$7,276.73

Base plus 2 = 6
 Shelves

Total 36
 Shelves



2 of 2



QUOTE

Jennifer Triso : psinesp1@yahoo.com
 484 Wolcott Road, Wolcott, CT 06716
 203-879-6471 P / 203-879-7188 F

QUOTE #: 13041-3 PAGE: 1 OF 1

TO: Middlebury Public Library
 30 Crest Road, Middlebury CT 06761
 JoAnn LoRusso 203-758-2634

DATE: November 5, 2021
 FILE NAME: MIDDLEBURY.XLS
 COLOR: STANDARD
 PRODUCT: ESTEY
 PMT TERMS: NET 30

QTY	ITEM #	DESCRIPTION	NET PRICE	UNIT TOTAL
WOODS				
4	END PANELS	END PANELS 43-3/4"H X 21-1/2" - 1" A1 MAPLE VENEER NATURAL WITH 3/4" WOOD EDGE.	\$ 221.76	\$ 887.04
2	CANOPY TOP	CANOPY TOP 8'0-1/8" X 21" - 1-1/8" THICK WITH A 3/4" WOOD EDGE AND LAMINATE CENTER	\$ 314.16	\$ 628.32
6	TOTAL UNITS			
			TOTAL NET:	\$1,515.36
			ESTIMATE FREIGHT:	\$185.00
			N/U INSTALLATION:	\$228.00
			TOTAL INSTALLED:	\$1,928.36

SPECIAL NOTES: NON UNION INSTALLATION. NORMAL WORKING HOURS/DAY. NO CARRY UPS OR WALK DOWNS. CLEAN AND OPEN AREA. QUOTE GOOD FOR 30 DAYS.

Deliveries are subject to delays from fire, strikes or other causes beyond our control. PSI assumes no liability for delay due to causes beyond its control.