



# TOWN OF MIDDLEBURY

*Library Board of Trustees*

*Meeting Minutes*

*Tuesday, January 11, 2022 – 4:30 P.M.*

**Present:** Rita H. Smith - Chairman  
Peter Vaccarelli – Vice Chairman  
Patricia Fahey  
Mary Veillette  
Diane Giuditta, left at 5:10 PM

**Also Present:** Rachel Primus, Recording Clerk  
Jo-Ann LoRusso, Library Director  
Noreen Corsi, Friends  
Karen Stowell, Friends

**Absent:**

Robert Desmarais, Sr

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

**Approval of December 14, 2021 Meeting Minutes**

**VOTED:** Unanimously on a motion by Diane Giuditta and seconded by Pat Fahey to **APPROVE** the December 14, 2021 meeting minutes.

**Trustee Reports**

- **Treasurer's Report**

Mary Veillette 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 December 1 through December 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 Diane Giuditta to **APPROVE** the Treasurer's Report.

- **Secretary's Report**

There was no report.

- **Director's Report**

JoAnn said everyone received a packet and the statistics were included. She said the January calendar of events was handed out as well. JoAnn said there is no change on the budget proposal. The library had an emergency button inspection which was done on December 15<sup>th</sup>. Everything is in working order.

**VOTED:** Unanimously on a motion by Mary Veillette and seconded by Peter Vaccarelli to **APPROVE** the Director's Report.

## **Old Business**

None

## **New Business**

- **Friends of the Middlebury Public Library, Inc**

Rita Smith thanked Noreen Corsi and Karen Stowell for attending today's meeting. She explained that last month the board had a discussion regarding funding for shelving. JoAnn never received the funding request back, but did receive an email stating that shelving is not what Friends is about. Rita said the shelving is a need of the library. After looking through the Friends handbook it shows that they would support any need for the library. Rita said it is not up to them to decide what is supported and what is not. JoAnn thanked both members for coming today. She said the library has a need, and she followed the memorandum of understanding. She read the email that was sent to the Friends members. She noted they had agreed to use the form for consistency, and she never received it back with a response. Karen Stowell felt it was unfair to ask them to use two thirds of their money on shelving. She said the Board of Trustees has money in their own funds they can use. JoAnn said that "no" could have been an answer instead of the response that was sent. She said the library has outgrown its space and has a problem that needs to be solved. JoAnn said they are all on the same team and the Friends didn't need to supply all the money for the shelving. She said they have a memorandum of understanding and they need to run like a business. JoAnn said she would appreciate it if they could team up. Karen said they pay for prizes, museum passes and reading programs. Pat Fahey asked if they help support the library. Noreen said there has never been a request that was denied. They have given up to \$3,000 a year to the library up until Covid-19. She said they just renewed the museum passes. JoAnn noted the request is about the kids, they need to address the teen section. She has reached out to local businesses for support and have always acknowledged the Friends and promoted them. It's always been sincere. Noreen stated that when they first spoke, the request was less than what was received in writing. She said they may be able to do a partial payment or hold a fund raiser. A discussion ensued regarding the emails sent and received. Karen felt that the Friends shouldn't be disbarred. Noreen said she took offense from the December LBT meeting minutes. She said they have supported the library and gave money every year. They never said no to any requests. She felt that \$8,000 was a huge request. JoAnn said it was a start and she felt the email that was sent to her was equally insulting. Karen said they have raised all the funds, except for the \$5,000 that given to them. She said they haven't had much for income that last 2 years because they have been closed. Noreen said the person who was in charge of the memberships moved out of town and took all the information with her. She said they have 3 lifetime members who are paid up to date. Rita said the account is an endowment fund and should be used more for Capital Expenses. If the money is there, and there is a need, it should be spent, not left to just sit there. Karen said they were going to start book sales in April, but they were told they were not allowed to collect books. JoAnn noted that Noreen was not comfortable risking her life or her families right now because of Covid-19, but if they are ready, then the library is ready too. JoAnn said the staff will not sort the books, but people can drop them off and they will be put downstairs in their designated area. JoAnn said she feels this is all just a miss communication and she thinks the world of both women. She said there is a need for shelving and they don't want to give up the leisure space. Peter Vaccarelli asked how much they spend on a monthly basis, the largest sum given to the library. Noreen said it is recorded by month and by year. Peter said it is not up to them to decide what the money goes toward. Karen said she has suggested programs and would like to help pay for those programs. JoAnn said they have staff that does the programming, but is open to suggestions and would take them into consideration. Karen said they are willing to give \$5,000 toward the

shelving because she feels the money will be drained if fundraising can't be done. Rita said that \$5,000 will not cover the cost of the shelving because the quote went up 12 ½%. JoAnn said she is having a company looking for used shelves to repurpose. Noreen felt it was a lot of money for just the 2 of them to make a decision on. Pat Fahey asked their how the meetings were held. Noreen said they have not had a meeting in some time due to Covid-19. JoAnn said she would like to move forward and work together. She feels the Friends are very creative. JoAnn offered to reach out to people to get help for them. Karen said it has been a continuous fight to get members. Noreen said she will be turning in her letter of resignation today. A discussion ensued regarding a check for one lump sum and the purchasing of scavenger hunt items. Karen said that as of February 25<sup>th</sup> she will be resigning as well and handed in her letter of resignation. She offered to help with the transition process. JoAnn said she would accept a check for \$5,000 with the contingency that there is no time limit on when it has to be spent. She would deposit it into Fund 34 to be used for the shelving. A discussion ensued regarding the cost of the new shelving with the increase after the original quote was received. At this time Noreen said she would make a donation to the library in the amount of \$8,000 since they cannot determine what the cost of the shelving would be. A discussion ensued regarding the transition to a new group for Friends because they are a 501C3 organization and registered with the State. JoAnn gave back the check for \$180 which was given for programs because she would like to do it on a month to month basis.

#### **Public Comment**

Pat Fahey announced that she will be moving to Oxford but will still be on the board until March or April.

Karen Stowell read her letter of resignation into the record.

Noreen Corsi read her letter of resignation into the record.

#### **Adjournment**

**VOTED:** Unanimously on a motion by Mary Veillette and seconded by Peter Vaccarelli to **ADJOURN** to meeting at 5:29 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: Mary C. Veillette, Treasurer

DATE: January 11, 2022

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

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

Mary C. Veillette, Treasurer

To: Middlebury Public Library Board of Trustees

From: Jo-Ann LoRusso, Library Director

RE: Director's Report

January 11, 2022

**Statistics for December 2021**

(Chart)

**January 2022 Calendar of Events**

(Calendar)

**Department 64 Budget Proposal Fiscal Year 22-23**

### **Middlebury Public Library's Emergency Button Inspection**

On Wed, Dec 15, 2021, the Middlebury Public Library's emergency button inspection in all three locations were tested successfully with the assistance of Kevin from Public Works. The emergency call button upon activation is not designed to connect to the newly installed phone system. All three buttons are functioning successfully to date. The Public Works department's annual Town of Middlebury building inspection includes testing of the emergency buttons at the Library.

	<b>December 2021</b>	
<b>Circulation</b>	<b>2,680</b>	
<b>Programs</b>	<b>Number of Programs</b>	<b>Number of Attendees</b>
Adult	0	0
YA (12-18)	1	2
Children	4	31
Zoom Children	11	57
Family Program	1	28
Self Directed Ages 0-11	2	16
Self Directed Ages 12-18	1	2
<b>Total Programs</b>	<b>20</b>	<b>136</b>
<b>Library Cards</b>	<b>Active Cards</b>	<b>New Residents</b>
	2,353	18
<b>Collection Size</b>	<b>73,228</b>	

Noreen Corsi  
841 Whittemore Road  
Middlebury, CT 06762

January 9, 2022

To  
The Friends of the Middlebury Public Library, Inc.,  
Middlebury LBOT  
Director of Middlebury Public Library

It is with a heavy heart that I am writing this letter to inform you of my decision to resign my position on the Friends of the Middlebury Public Library, Inc., effective February 28, 2022.

The world going virtual due to a pandemic continues to change behavioral patterns and expectations uneasily navigated when so much that now happens on a day-to-day basis is not in our control. The Friends of the Middlebury Library, Inc. is ready for a leader who has the time and eagerness to address the many concerns of the leadership, both administrative and trustees, as all facets of finances and strategic expectations adjust to a "new normal". At this time, my personal obligations will not allow me to focus on these responsibilities as the President of the Board.

I would like to thank the Executive Board and Membership of this volunteer organization for their support and dedication. It has been a privilege to work alongside so many people who have maneuvered through these challenging times, with fundraising activities and events that extended the outreach of the library for the benefit of individuals and families in our community. I will treasure the friendships formed over the past 5 years.

If there are any questions or clarifications, please do not hesitate to ask. You may contact me at 860.841.2905; I will try my best to accommodate any requests during this transition period and to orientate my replacement.

Best Regards,

A handwritten signature in cursive script that reads "Noreen Corsi". The ink is dark and the signature is fluid, with the first and last names clearly legible.

Noreen Corsi

January 11, 2022

To the Friends of the Middlebury Public Library, Inc., Library Board of Trustees and Library Director,

I am resigning effective February 28, 2022 from my position as Treasurer on the Board of The Friends of the Middlebury Public Library. It has been a continuous battle to recruit board members and volunteers. I am done having to plan, chair and execute every event because other people don't have the time. Now it is my turn to say I don't have the time, the energy, nor the motivation.

I must say that I have enjoyed working and developing friendships with the handful of people who did step forward to help.

I evidently have a different vision of providing enriching opportunities and programs for the residents of our town which does not appear to be consistent with your goals. I am finished making suggestions for programs which have been very successful and well attended elsewhere and I am told "No, we can't do the same thing." The Friends pay for programs so we should have been free to choose.

I will be happy to assist with the transition to a new board and I wish them well.

Respectfully submitted,

A handwritten signature in black ink that reads "Karen Stowell". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Karen Stowell



**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 you,  
Jo-Ann

Director Approval

Friends Approval

- ☒ Approved  
☐ Rejected

- ☒ Approved Wrote check in amount of \$8000.  
☐ Rejected

Comments:

CKMO 1/11/2022

Please note this request is time sensitive.

Director Signature

Date

Jo Russo

11/16/2021

Friends of Middlebury Library Representative

Date

Karen M. Howell  
Karen P. Cove

1/11/2022  
1/11/2022



Jennifer Tiso : [psinesp1@yahoo.com](mailto:psinesp1@yahoo.com)  
 484 Wolcott Road, Wolcott, CT 06716  
 203-878-6471 P / 203-878-7188 F

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

# QUOTE

QUOTE #: 13041-J PAGE: 1 OF 1

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

QTY	ITEM #	DESCRIPTION	NET PRICE	GRY TOTAL
<b>WOODS</b>				
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			
			<b>TOTAL NET:</b>	<b>\$1,515.36</b>
			<b>ESTIMATE FREIGHT:</b>	<b>\$185.00</b>
			<b>N/U INSTALLATION:</b>	<b>\$228.00</b>
			<b>TOTAL INSTALLED:</b>	<b>\$1,928.36</b>

**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.*