



## TOWN OF MIDDLEBURY

*Library Board of Trustees*

*Meeting Minutes*

*Tuesday, February 8, 2022 – 4:30 P.M.*

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

**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 January 11, 2022 Meeting Minutes**

**VOTED:** Unanimously on a motion by Peter Vaccarelli and seconded by Patricia Fahey to **APPROVE** the January 11, 2022 meeting minutes.

**Trustee Reports**

- **Treasurer's Report**

Mary Veillette handed a copy to the trustees, and read it into the record. There was one brick purchased in the Brick sales and no other activity in the Brick Sales and room naming opportunities account during January 1 through January 31, 2022.

Total brick sales to date = \$52,735.00

Total expenses to date = \$29,675.45

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$23,059.55.

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

- **Secretary's Report**

Rita Smith said there is one correspondence that was received from Bette Blick which was addressed to JoAnn Lorusso. She read it into the record. JoAnn Lorusso said that patrons are loving the select from home option.

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

- **Director's Report**

JoAnn Lorusso said everyone received a packet and the statistics were included. She reported they had 20 programs with 224 in attendance. She said they are doing a lot of programs with incentives, for instance, crossword puzzles with prizes. JoAnn Lorusso said they will be

participating in the CT Library Passport program. People will visit local libraries and get their passport stamped and be eligible to win a grand prize. She said they also participated in Take Your Child to the Library Reading Initiative. This helped raise awareness about the importance of the library. If a child checks out a book they can then enter their name to enter a drawing to win a giant teddy bear. JoAnn Lorusso also reported the library will be applying for the Fiber to the Library Internal Connections Grant. This grant is awarded by the CT State Library. They will receive an analysis report on whether the library needs more access points for network connections. There is no cost to the library. JoAnn Lorusso said they will then apply for the second grant to see if the work can be paid for. She felt this was well worth their time and was a great opportunity. JoAnn Lorusso also stated the library received the IRS Tax year 2021 form 10470 and 1040 SR-instructions. They encourage people to utilize their website and print the necessary forms. JoAnn Lorusso then reviewed the calendar. She noted there will be an adult area to make a terrarium, a book lover's bingo challenge, and a take home craft kit for kids to make their own "Love Bugs". She said they are already into the summer programming. The library has reached out to local businesses who will sponsor three main events in June, July and August for the summer read. The theme this year is the ocean. They will be providing touch tanks, at no cost to the library. JoAnn Lorusso said the businesses have been very supportive. A discussion ensued on how the touch tank process will be.

**VOTED:** Unanimously on a motion by Patricia Fahey and seconded by Diane Giuditta 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 Diane Giuditta to **ADJOURN** to meeting at 4:51 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: February 7, 2022

RE: Report for the period January 1, 2022 through  
January 31, 2022.

There was one brick purchased for \$100 in Brick Sales and no other activity in the Brick Sales and Room Naming Opportunities account during the period January 1, 2022 through January 31, 2022.

Total Brick Sales to date: \$52,735.00

Total Expenses to date: \$29,675.45

Balance in Fund 61 – Brick Sales and Room Naming Opportunities  
account: \$23,059.55

Respectfully,

Mary C. Veillette, Treasurer

2/3/22

Dear Joanne,

Enclosed is my donation  
to the Middlebury Public Library.  
Per our conversation of today.

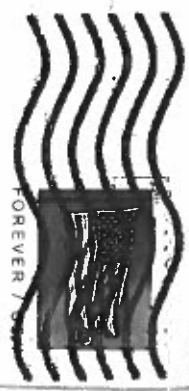
I want to say, Thank you  
for your librarians' wonderful  
service of curbside pickup,  
especially during the pandemic.  
This is a wonderful service  
and hope it will continue.  
It is so helpful, especially  
to the elderly.

Thank you again and  
wishing you a great 2022!

Sincerely,  
Beth Jane Black

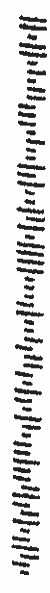
177 Breakneck Rd  
Middlebury, Ct. 06763  
HARTFORD CT 060

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Attn: Joanne LoRusso  
Middlebury Public Library  
30 Chest Rd.  
Middlebury, Ct. 06762

1-241630



To: Middlebury Public Library Board of Trustees

From: Jo-Ann LoRusso, Library Director

RE: Director's Report

February 8, 2022

**Statistics for January 2022**

(Chart)

**February 2022 Calendar of Events**

(Calendar)

**Take Your Child to The Library Reading Initiative**

Take Your Child to the Library Day (TYCLD) is an international initiative that encourages families everywhere to take their children to their local library. Side note: Launched in 2011 in Connecticut by librarians.

TYCLD raises community awareness about the importance of the library in the life of a child and promotes library services and programs for children and families. The Middlebury Public Library kicked off the 11th Annual Take Your Child to the Library Day on Saturday, February 5, 2022 with a Love of Books themed scavenger hunt. We will continue to celebrate this reading initiative during the month of February. Check out a children's book for a chance to win a life size Book Lover's Bear. The drawing will conclude the Take Your Child to the Library initiative on February 28, 2022.

**Fiber to the Library – Internal Connections Grant**

The Fiber to the Library grant, awarded by the Connecticut State Library, is designed to help public libraries who already have a CEN fiber connection. It will provide sequential awards for (1) network infrastructure assessment and (2) internal local area network upgrades to help improve the performance of the internal network connections in order to fully utilize the existing CEN internet connection at our library, if awarded.

**IRS Tax Year 2021 Form 1040 and 1040-SR Instructions**

The Middlebury Public Library received a shipment of IRS Tax Year 2021 Form 1040 and 1040-SR Instructions. Instructions are available in the café while supplies last. The Internal Revenue Service's website at [IRS.gov](https://www.irs.gov) has online forms and additional information.

	<b>January 2022</b>		
<b>Circulation</b>	<b>3,103</b>		
<b>Programs</b>	<b>Number of Programs</b>	<b>Number of Attendees</b>	
Adult	3	99	
YA (12-18)	1	3	
Children-onsite	0	0	
Zoom Children	14	94	
Family Program-on site	2	28	
Self Directed Ages 0-11	0	0	
Self Directed Ages 12-18	0	0	
<b>Total Programs</b>	<b>20</b>	<b>224</b>	
<b>Library Cards</b>	<b>Active Cards</b>	<b>New Residents</b>	
	2,328	19	
<b>Collection Size</b>	<b>73,366</b>		