



TOWN OF MIDDLEBURY

Library Board of Trustees

Meeting Minutes

Tuesday, April 12, 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:

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

Approval of February 8, 2022 Meeting Minutes

VOTED: Unanimously on a motion by Patricia Fahey and seconded by Diane Giuditta to **APPROVE** the February 8, 2022 meeting minutes.

Rita Smith wanted to make sure everyone on the board knew that Robert Desmarais had passed away in February. He had been a long term member of the library board of trustees.

Trustee Reports

- **Treasurer's Report**

Mary Veillette handed a copy to the trustees, and read it into the record. There was one payment to Polar Engraving for \$69 for a brick purchase and no other activity in the Brick Sales and room naming opportunities account during February 1 through March 31, 2022.

Total brick sales to date = \$52,735.00

Total expenses to date = \$29,744.45

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$22,990.55.

- **Secretary's Report**

Rita Smith said there is one correspondence that was received from Cheryl Marshall. She read it into the record.

- **Director's Report**

JoAnn Lorusso said everyone received a report in their packet. She reviewed the statistics for February and March. The April calendar was also included. JoAnn Lorusso said they are currently in hybrid service mode. Story time is based on the day and they are offering it in person as well as via Zoom. The scavenger hunts are still ongoing, and the passports to CT libraries is still available to participate in. Residents can get their passports stamped from participating libraries and enter to win \$150 gift card. The library will also be offering family read time during spring break.

JoAnn Lorusso said the water fountain remains out of service because of Covid-19. They are still cautious and encourage social distancing.

JoAnn Lorusso explained the library received \$2,000 for the Summer Initiative Grant program which will be for third, fourth and fifth graders. The program will focus on fitness and wellbeing. It is designed for the outdoors, but they will utilize the Larkin Room if needed due to the weather. The program is called Fit 3-4-5.

JoAnn Lorusso reported the teen room shelving is scheduled to be installed in May and the American Rescue Plan Grant final expenditure report has been completed and will be submitted to the State Library.

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

Old Business

None

New Business

- **Election for the Secretary position**

Rita Smith noted a vacancy has to be filled to the end of the term of December 4, 2023. She reviewed the duties of the secretary which consisted of taking meeting minutes if the recording secretary is not available and to present the board with any correspondences received. Patricia Fahey noted that the next meeting will likely be the last meeting she will be able to attend.

Diane Giuditta volunteered to fill the vacant secretary position. Rita Smith opened the floor for nominations. Patricia Fahey nominated Diane Giuditta for secretary. Rita Smith motioned to close the floor for nominations. Unanimous vote for Diane Giuditta to fill the vacant secretary position.

- **Friends Group**

Rita Smith said that JoAnn Lorusso has received two bank statements for the Friends group. They have not come in to get them as of today. No one has heard from the members of the group since they attended the last meeting. She hoped they would've reached out by now, but they haven't. She felt the board should write a letter to ask where they are in their process. If they are going to dissolve the group then they will need to turn over the funds in the account to the town. It was all donated money to the library. Patricia Fahey felt a letter was a good idea. The board understands they resigned but there is still unfinished business. JoAnn Lorusso felt the letter should come from the trustee's and not the director. Rita Smith said she will compose the letter and send it out. She said she will have Attorney Smith review it. Peter Vaccarelli recommended mailing it certified receipt. The Secretary of the State can dissolve the group after a period of time.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Patricia Fahey and seconded by Mary Veillette to **ADJOURN** to meeting at 4:46 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: April 12, 2022

**RE: Report for the period February 1, 2022 through
March 31, 2022.**

There was one payment to Polar Engraving for \$69 for a brick purchase and no other activity in the Brick Sales and Room Naming Opportunities account during the period February 1, 2022 through March 31, 2022.

Total Brick Sales to date: \$52,735.00

Total Expenses to date: \$29,744.45

**Balance in Fund 61 – Brick Sales and Room Naming Opportunities
account: \$22,990.55**

Respectfully,

Mary C. Veillette, Treasurer

To The Middlebury Library Staff,
During these crazy times, the
year long reading program was a
great way to escape into the
world of books.

I would like to thank the
staff for all their help. When
it came time to pick out books,
they always made a great
selection. I enjoyed every
book that was chosen.

Winning was an unexpected
surprise. I plan to share the
tablet with my grandson. He
couldn't believe our good luck.

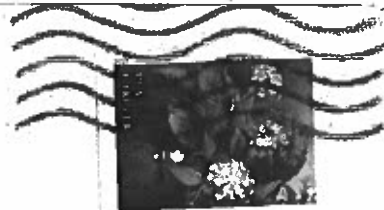
Thanks again for an
enjoyable year long journey
and to the staff for providing
such a nice variety of
books to read.

Cheryl Marshall

Ms. Cheryl Marshall
34 Sandy Beach Rd.
Middlebury, CT 06762-1321

HARTFORD CT 060

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Middlebury Public Library
To The Staff
30 Crest Rd.

To: Middlebury Public Library Board of Trustees

From: Jo-Ann LoRusso, Library Director

RE: Director's Report

April 12, 2022

Statistics for February 2022 and March 2022

(Charts)

April 2022 Calendar of Events

(Calendar)

Our spring story time began the week of March 21, 2022 with a hybrid service model. The Middlebury Public Library now offers hybrid story times- in person and virtual, reinstated adult book club-Brown Bag, Teen in person craft of the month and pick up option, children's daily craft station, and scavenger hunts inside and outdoors. See our monthly calendar of events for a complete listing.

Library Services and Programs

The Middlebury Public Library has aligned with the Town wide government mandates. Masks remain required for unvaccinated individuals. Covid-19 variants are monitored daily to ensure safety protocols are being implemented based on current facts. To date, the library was able to reopen the following areas: study rooms, café, Connecticut history room, children's story room, additional computer stations and tablets, copier machine, art gallery, and restrooms. The water fountain remains out of service. The meeting room and community room remain available for library functions that require more indoor space. Outside programming will be included in our upcoming planning of events. The library reinstated the following programs: adult book clubs, story hour, children's craft station, and indoor scavenger hunt due to inclement weather.

Summer 2022 Initiative Grant

The Middlebury Public Library applied and received a Summer Enrichment Grant for children grades 3, 4, and 5. The library would offer an 8-week series of outdoor exercise classes at the library with certified fitness instructors from Active and Anchored, Naugatuck, CT and the Greater Waterbury YMCA, Waterbury, CT, to help children improve their mental wellness. Our goal is for children to learn new ways to relieve stress and improve their mental wellbeing. Distribution of self-care kits to participants was included in the grant application along with adding supplemental materials to our mental wellness collection.

Teen Room Shelving

PSI -NESP Teen Shelving order has been placed and is scheduled to be installed in May.

February 2022

Circulation

2,515

Programs

Number of Programs

Number of Attendees

Adult

4

132

YA (12-18)

1

2

Children

2

59

Zoom Children

17

125

Family Program

0

0

**Self Directed
Ages 0-11**

2

132

**Self Directed
Ages 12-18**

1

2

Total Programs

27

452

Library Cards

Active Cards

New Residents

2,302

15

Collection Size

73,609

	March 2022	
Circulation	3,068	
Programs	Number of Programs	Number of Attendees
Adult	1	19
YA (12-18)	2	5
Children	4	23
Zoom Children	13	209
Family Program	2	107
Self Directed Ages 0-11	1	12
Self Directed Ages 12-18	2	5
Total Programs	25	380
Library Cards	Active Cards	New Residents
	2,296	24
Collection Size	74,008	