



TOWN OF MIDDLEBURY

Library Board of Trustees

Meeting Minutes

Tuesday, May 10, 2022 – 4:30 P.M.

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

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. She introduced John Moriarty and noted he will be taking over the term for Robert Desmarais, Sr.

Approval of April 12, 2022 Meeting Minutes

VOTED: Unanimously on a motion by Patricia Fahey and seconded by Diane Giuditta to **APPROVE** the April 12, 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 April 1 through April 30, 2022.

Total brick sales to date = \$52,835.00

Total expenses to date = \$29,744.45

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$23,090.55.

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

- **Secretary's Report**

Diane Giuditta said she received one letter, from Patricia Fahey, which was her letter of resignation. She will be resigned as of June 1, 2022. Rita Smith thanked her for her time served and told her she would be missed.

- **Director's Report**

JoAnn Lorusso said everyone received a packet and the statistics were included. She reported there were 20 programs with 266 in attendance. The collection size is 74,139. JoAnn Lorusso reviewed the May calendar of events. She said they will continue to do activities for children, teens and adults. She said they are preparing for the summer. JoAnn Lorusso said they have three initiatives going on which include Library Legacy Campaign brick purchase, Room

Naming Opportunities and A Gift for Your Library. She reported that the shelving was installed in the teen room yesterday, which was provided by the Friends of the Middlebury Library. She reviewed the Fiber to Libraries Grant in which the town received \$6,839. They provide a network infrastructure assessment, which they don't need to act on but it's nice to have the evaluation.

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

Old Business

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

Rita Smith said that at the April meeting there was a discussion regarding a letter being sent to the Friends of the Middlebury Public Library. After being reviewed by Attorney Bob Smith the letter was mailed out.

New Business

JoAnn Lorusso said there is now a five brick minimum per order. She felt it would be best to hold off placing orders until five or more have been sold. She said she will work with Mary Veillette. Rita Smith said she handed out order forms at the BOF meeting last week. She felt it didn't make sense to place an order if the amount is under five. It wouldn't be cost effective. Rita Smith felt they can take the order, along with the payment, deposit the payment and then let the patron know the minimum order requirement. She felt it was a good idea to compose a correspondence stating they have received the order and payment. Peter Vaccarelli suggested looking for a new vendor. He said he will research it. Rita Smith felt the letter should come from the Library and the trustees. JoAnn Lorusso said she will draft a letter for next month. A discussion ensued regarding brick sales.

Public Comment

Noreen Corsi said she read the April minutes. She said she has not received the letter yet. She thought that once she resigned that she couldn't legally pick up the bank statements. She said as long as the 503 State form is filed every year, which she has been doing, things should be fine. If you don't file three years in a row they will lose their status. Noreen Corsi said she will continue to do it until the group gets new members. At that point, she will go to the bank with the new members. She said currently there is no membership. She suggested putting an ad in the paper or on the library website. Rita Smith said they are still in control of the account, so the bank statements should still go to them. She said they are a non-stock corporation and there physically has to be three people on the committee in order to continue.

Adjournment

VOTED: Unanimously on a motion by Patricia Fahey and seconded by Peter Vaccarelli to **ADJOURN** to meeting at 4:52 PM.

These minutes are submitted subject to approval.

Respectfully submitted,

Rachel Primus

Recording Clerk

Attachments

Cc: Library Board of Trustees
Library Director
Town Clerk

To: Middlebury Public Library Board of Trustees

From: Jo-Ann LoRusso, Library Director

RE: Director's Report

May 10, 2022

Statistics for April 2022

(Chart)

May 2022 Calendar of Events

(Calendar)

Support Your Library Initiatives

- Library Legacy Campaign-brick purchase
- Room Naming Opportunities
- A Gift for Your Library

Teen Room Shelving

PSI -NESP Teen Shelving installation is scheduled for this month. Funding for shelving was provided by the Friends of the Middlebury Public Library, Inc.

Fiber to Libraries Grant -\$6,839 Awarded to the Middlebury Public Library

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. This award will provide a network infrastructure assessment to help identify the performance of the internal network connections in order to fully utilize the existing CEN internet connection at our library.

	April 2022	
Circulation	2,681	
Programs	Number of Programs	Number of Attendees
Adult	1	9
YA (12-18)	1	0
Children	10	115
Zoom Children	7	67
Family Program	1	75
Self Directed Ages 0-11	0	0
Self Directed Ages 12-18	0	0
Total Programs	20	266
Library Cards	Active Cards	New Residents
	2,157	14
Collection Size	74,139	

TREASURER'S REPORT

TO: Middlebury Public Library Board of Trustees

FROM: Mary C. Veillette, Treasurer

DATE: May 10, 2022

**RE: Report for the period April 1, 2022 through
April 30, 2022.**

There was one brick purchase for \$100 and no other activity in the Brick Sales and Room Naming Opportunities account during the period April 1, 2022 through April 30, 2022.

Total Brick Sales to date: \$52,835.00

Total Expenses to date: \$29,744.45

**Balance in Fund 61 – Brick Sales and Room Naming Opportunities
account: \$23,090.55**

Respectfully,

Mary C. Veillette, Treasurer