



TOWN OF MIDDLEBURY

Library Board of Trustees

Meeting Minutes

Tuesday, June 14, 2022 – 4:30 P.M.

Present: Rita H. Smith - Chairman
Peter Vaccarelli – Vice Chairman
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 4:32 P.M. She said they are actively looking for a replacement for Patricia Fahey.

Approval of May 10, 2022 Meeting Minutes

VOTED: Unanimously on a motion by Diane Giuditta and seconded by John Moriarty to **APPROVE** the May 10, 2022 meeting minutes.

Trustee Reports

- **Treasurer's Report**

Mary Veillette handed a copy to the trustees, and read it into the record. There were two brick purchases and one payment in the Brick Sales and room naming opportunities account during May 1 through May 31, 2022.

Total brick sales to date = \$53,110.00

Total expenses to date = \$29,813.45

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$23,296.55.

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

- **Secretary's Report**

None

- **Director's Report**

JoAnn Lorusso said everyone received a packet and the statistics were included. She reported there were 29 programs with 245 attendees, the circulation was 2,759 and the collection size is 74,253. She included the June 2022 events in the packet. They will be offering Splash into Reading in June, July and August. JoAnn Lorusso said that all the program incentives are possible because of local businesses. They are: Broderick Law Firm, Minchella Law, Moore, O'Brien & Foti, Meet me Here, Uncle Willie's Wood Smoked BBQ, Vyne Restaurant and Bar, Better Homes and Gardens Real Estate, The Cave, Deborah Tata, Ameriprise Financial,

Dominic's & Vinnie's Pizza, Law Office of George Tzepos, and Riverview Cinema 8. She explained that Carmela went to the Region 15 meeting to see what readings they are promoting. The pre-school through High school reading list is available in the children's area. She reviewed the different programs offered and the prizes that will be awarded. The grand prize is a celestial projector provided by the Law Office of George Tzepos. She noted that this month the Mystic Aquarium will also be coming with their traveling touch tank.

JoAnn Lorusso said they applied for the summer enrichment grant from the State library. With this they are offering Fit 345 with an emphasis on mind and body. She said it will all be done in a fun manner. On Wednesdays at 3:00 pm they will offer hip hop and yoga classes hosted by the YMCA, alternating. They will try and hold these classes outside when weather permits.

Residents need to sign up for the programs and they are limited to 30 people per session. Also offered during the summer is the Science Explorers program for grades 2-5. Rita Smith asked if the YMCA had waiver forms for the yoga sessions. JoAnn Lorusso said they do and they will have cones outside to block areas for the different programs as well.

JoAnn Lorusso said Middlebury Neighbors had reached out to the library in need of a Middlebury family for an article. They agreed to showcase the library, but not any individuals. The First Selectman was on board with this.

She reported that Mary Veillette and she created a thank you letter for brick purchases. They also added a comment on the order form about the delay of installation of the brick due to the suppliers minimum purchase requirements.

VOTED: Unanimously on a motion by Mary Veillette and seconded by Diane Giuditta to **APPROVE** the new thank you note for the brick fundraiser.

Rita Smith suggested adding the date in the corner of the brick sales form to notate when it was last amended.

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

Old Business

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

Rita Smith said a letter was sent out on May 9, 2022 to the Friends asking to provide the funds in the account totaling \$3,501.02. A check was received deposited into Fund 34. Rita Smith read the letter received from the Friends of Middlebury into the record. She said the funds were meant to come to the library and she is happy they received them. She also noted that the trustees were not responsible to bring in new members for the Friends group that was their responsibility when they resigned.

New Business

- **Discussion on Vendors for Brick Fundraising**

Rita Smith said that she had found 4 or 5 other companies in the United States that do brick fundraising. She handed the trustees information on them all. A discussion ensued regarding the different companies and their options. Rita Smith asked if any members had suggestions or ideas on what they should do.

Rita Smith wished everyone a happy summer and that the next scheduled meeting will be in September.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Diane Giuditta and seconded by John Moriarty 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: Mary C. Veillette, Treasurer

DATE: June 14, 2022

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

There were two brick purchases for \$275 and one payment to Polar Engraving for the bricks in the Brick Sales and Room Naming Opportunities account during the period May 1, 2022 through May 31, 2022.

Total Brick Sales to date: \$53,110.00

Total Expenses to date: \$29,813.45

Balance in Fund 61 – Brick Sales and Room Naming Opportunities
account: \$23,296.55

Respectfully,

Mary C. Veillette, Treasurer

To: Middlebury Public Library Board of Trustees

From: Jo-Ann LoRusso, Library Director

RE: Director's Report

June 14, 2022

Statistics for May 2022

(Chart)

June 2022 Calendar of Events

(Calendar)

2022 Summer Read: Splash into Reading

(Brochure)

Our goal is to encourage our community to read for fun while learning. The Middlebury Public Library's summer read is filled with educational and enlightening opportunities throughout the summer months for all ages. We have aligned with Region 15's suggested reading list from preschool to high school to reduce the "summer reading slide". All programs and reading incentives were made possible by our local business sponsors and community donations.

Middlebury Neighbors

Adrienne from Middlebury Neighbors requested a featured story about the library itself and its role in Middlebury's community. The Library will be featured in the fall.

	May 2022		
Circulation	2,759		
Programs	Number of Programs	Number of Attendees	
Adult	3	22	
YA (12-18)	2	0	
Children	9	79	
Zoom Children	9	96	
Family Program	5	48	
Self Directed Ages 0-11	0	0	
Self Directed Ages 12-18	1	0	
Total Programs	29	245	
Library Cards	Active Cards	New Residents	
	2,250	14	
Collection Size	74,253		



MIDDLEBURY PUBLIC LIBRARY

30 Crest Road • Middlebury, CT 06762

Tel: 203.758.2634 • Fax: 203.577.4164 • www.middleburypubliclibrary.org

Date: May 9, 2022

Dear Friends of the Middlebury Public Library, Inc:

We are contacting you with regard to a discussion concerning the Friends of the Middlebury Public Library, Inc. (the “Friends”), which took place at the April 12, 2022 Library Board of Trustees meeting.

At that meeting, the Library Board of Trustees (the “LBOT”) acknowledged your letters of resignation from the board of the Friends effective February 28, 2022. Since that time, the LBOT has received several of your ION Bank statements, but has not heard from you regarding filling your positions so that the Friends may remain an active tax-exempt corporation under the laws of the State of Connecticut.

Given that any funds remaining in your ION Bank account were the result of donations from individuals who specifically desired to have those contributions benefit the Middlebury Public Library (the “Library”)—and seeing that you have not been able to secure replacements for your positions—the LBOT requests that the remaining funds be transferred to the Library, to be held with other donations, that we receive, which are used for a common purpose.

Yours Sincerely,

The Members of the Library Board of Trustees

May 19, 2022

Dear Board of Trustees of the Middlebury Public Library,

In response to the letter we received dated May 9, 2022 regarding the discussion at the April 12, 2022 Library Board of Trustees meeting, we are notifying you at this time that the Friends of the Middlebury Public Library, Inc. has been dissolved. The monetary assets of the "Friends" are being distributed within the means of Section 501 (c) (3) of the Internal Revenue Code.

Enclosed you will find a Cashier's Check made out to the Town of Middlebury. This check is for all funds from the ION Bank account which is now closed.

We are very disappointed and saddened that you did not find replacements for the Friends of the Middlebury Public Library, Inc. as we spent 6 long years working for the organization.

Yours Sincerely,

Karen Stowell

Noreen P. Corsi



Sample 1.

MIDDLEBURY PUBLIC LIBRARY

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Tel: 203.758.2634 • Fax: 203.577.4164 • www.middleburypubliclibrary.org

Date

Dear :

The Middlebury Library Board of Trustees thank you for your generous contribution of \$000.00 to our Commemorative Brick Fundraiser. Funds raised enables us to improve our physical facility and enhance our services we provide for our patrons. We appreciate your support.

Your gift may be tax-deductible.

Sincerely,

Please note: In order to meet the suppliers minimum purchase requirements, you may experience a delay in the installation of your commemorative brick.



Middlebury Public Library Library Legacy Campaign

Be a part of our Library's Legacy with a personalized brick honoring a loved one or a business. Bricks will be added to our front entrance.

A standard 4x8 brick will cost **\$100**; an oversized 8x8 brick will cost **\$175**. In 3 easy steps, set your name in stone. Just provide the following information and mail the form back to us (or drop it off at the library on your next visit).

1. **Provide Text:** (Every space and punctuation mark count as a character. All characters on each line will be centered.) Please print clearly!

Standard 4x8 Brick (up to 3 lines of text)

Oversized 8x8 Brick (up to 6 lines of text)

2. **Provide Payment:**

Payment Enclosed \$ _____

Please make check out to:
Town of Middlebury, Library Endowment Fund

(Contributions may be tax-deductible.)

3. **Provide Information:**

Name: _____

Address: _____

City, St., Zip: _____

Phone: _____

Email: _____

Note: The Middlebury Public Library reserves the right for locating/relocating and editing all of the bricks. All bricks become the property of the Middlebury Public Library.

Middlebury Public Library, 30 Crest Road, Middlebury, CT 06762

Phone: (203) 758-2634 Web Site: www.middleburypubliclibrary.org

In order to meet the suppliers minimum purchase requirements, you may experience a delay in the installation of your commemorative brick.

**Proud Sponsor
of the
Middlebury Public Library
Summer Read 2022**

