



TOWN OF MIDDLEBURY

Library Board of Trustees

Meeting Minutes

Tuesday, October 11, 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: Meg Vance

Rita Smith called the meeting to order with the Pledge of Allegiance at 4:33 P.M. Rita Smith stated Meg Vance had an excused absence from the October and November meetings.

Approval of September 13, 2022 Meeting Minutes

VOTED: Unanimously on a motion by Peter Vaccarelli and seconded by Diane Giuditta to **APPROVE** the September 13, 2022 meeting minutes.

Trustee Reports

- **Treasurer's Report**

Mary Veillette read the report into the record. There was one brick purchase in the Brick Sales and room naming opportunities account during September 1 through September 30, 2022.

Total brick sales to date = \$54,010.00

Total expenses to date = \$29,813.45

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$24,196.55.

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

- **Secretary's Report**

None

- **Director's Report**

JoAnn Lorusso said she emailed everyone a copy of her report. She said there has been an update to the Fiber to Libraries Grant and they are waiting on the official report. The library received a few recommendations.

JoAnn Lorusso said they have hired Beate Neblett as the new part time Library Specialist in charge of cataloging and circulation. This is a non-benefited position.

There were no questions on the calendar of events.

VOTED: Unanimously on a motion by Mary Veillette 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 Diane Guiditta and seconded by Peter Vaccarelli to
ADJOURN to meeting at 4:37 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: October 11, 2022

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

There was one brick purchase for \$275 in the Brick Sales and Room Naming Opportunities accounts during the period September 1, 2022 through September 30, 2022.

Total Brick Sales to date: \$54,010.00

Total Expenses to date: \$29,813.45

**Balance in Fund 61 – Brick Sales and Room Naming Opportunities
account: \$24196.55**

Respectfully,

Mary C. Veillette, Treasurer

To: Middlebury Public Library Board of Trustees

From: Jo-Ann LoRusso, Library Director

RE: Director's Report

October 11, 2022

Statistics for September 2022

(Chart)

Calendar of Events

(Calendar)

Fiber to Libraries Grant Update

The Fiber to Libraries grant, awarded by the Connecticut State Library, is designed to help public libraries who already have a CEN fiber connection. This award provided a network infrastructure assessment to help identify the performance of the existing CEN internet connection at our library. The assessment was on September 20, 2022.

Overall, the network is meeting the needs of the library. The main recommendation included upgrading the cabling to CAT 6 for better performance of the newly installed VOIP phone system.

Part Time Library Specialist- Cataloging/Circulation

Beate Neblett is the newly hired part time library specialist. This a non-benefitted up to 19 hours per week position in the cataloging/circulation area.

September 2022

Collection Size	74,680
Monthly Circulation	2,440
Active Cards	2,392
New Residents	31

	Number of Programs	Number of Attendees
Adult Programs	10	28
General Programs	1	6
YA/Teen Programs	0	0
Children's Programs	10	102
Family Programs	4	10
Total Programs	25	146