



TOWN OF MIDDLEBURY

Library Board of Trustees

Meeting Minutes

Tuesday, November 8, 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 4:30 P.M. Rita Smith stated Meg Vance had an excused absence from the October and November meetings.

Approval of October 11, 2022 Meeting Minutes

VOTED: Unanimously on a motion by John Moriarty and seconded by Peter Vaccarelli to **APPROVE** the October 11, 2022 meeting minutes.

Trustee Reports

- **Treasurer's Report**

Mary Veillette read the report into the record. There was one brick purchase for \$175 and payments for ordered bricks for \$211 in the Brick Sales and room naming opportunities account during October 1 through October 31, 2022.

Total brick sales to date = \$54,185.00

Total expenses to date = \$30,024.45

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$24,160.55.

VOTED: Unanimously on a motion by Diane Guiditta 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. There were no questions. JoAnn Lorusso reviewed the Calendar of Events. She told the board that today they had an illustrator for book jackets in to speak. All the photo shopped pictures are places in CT and she has a workshop located in Winsted. JoAnn Lorusso said it was very interesting. She said that moving forward the library will have more in person activities offered. There were no questions on the November calendar of events.

JoAnn Lorusso explained the 2023-2024 budget proposal was part of her report. She hasn't had

a chance yet to work with the First Selectman on it. The budget is just a proposal and she will bring it to the board again. JoAnn Lorusso said the library gave back \$77,000.00 due to Covid-19 in the last budget. There was less staff and most items were back ordered. She said prices are going up now and she is concerned with the Power and Control and Heating budget. JoAnn Lorusso asked the board to consider changing the by-laws regarding the budget presentation in November because it is too soon in the year. Rita Smith said they may be able to change it to December, but what she had presented today was fine. The board just needs an idea of what the budget may be. It's a way of letting the trustee's know she is on top of the budget.

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

Rita Smith said the budget needed to be voted on per the by-laws.

VOTED: Unanimously on a motion by Peter Vaccarelli and seconded by Mary Veillette to **APPROVE** the proposed budget presented knowing changes will be made.

Old Business

None

New Business

None

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by John Moriarty and seconded by Peter Vaccarelli to **ADJOURN** to meeting at 4:40 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: November 3, 2022

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

In the Brick Sales and Room Naming Opportunities accounts during the period October 1, 2022 through October 31, 2022 there was one brick sale for \$175 and payments for ordered bricks for \$211.

Total Brick Sales to date: \$54,185.00

Total Expenses to date: \$30,024.45

Balance in Fund 61 – Brick Sales and Room Naming Opportunities
account: \$24,160.55

Respectfully,

Mary C. Veillette, Treasurer

To: Middlebury Public Library Board of Trustees
From: Jo-Ann LoRusso, Library Director

RE: Director's Report

November 8, 2022

Statistics for October 2022

(Chart)

Calendar of Events

(Calendar)

Budget Proposal Fiscal Year 2022-2023

(Attachment)

RequestIT Interlibrary Loan Training – Connecticut State Library

On Nov 3, 2022, the Middlebury Public Library staff attended a RequestIt Interlibrary Loan training session on Zoom to improve our borrowing service to our patrons requesting materials from other libraries.

October 2022

Collection Size	74,678
Monthly Circulation	2,597
Active Cards	2,383
New Residents	16

	Number of Programs	Number of Attendees
Adult Programs	11	41
General Programs	2	108
YA/Teen Programs	1	2
Children's Programs	14	147
Family Programs	10	20
Total Programs	38	318

**Department 64: Middlebury Public Library
Budget Proposal Request for Fiscal Year 2023-2024**

The Middlebury Public Library is requesting a modest year with a slight increase to be determined by the Town of Middlebury concerning price increases in power and control and heating.

The following budget request represents a conservative and fiscally responsible approach necessary to continue to provide the highest level of services to our residents of Middlebury.

Department 64 Budget Proposal for Fiscal Year 2023-2024:

01-64-01-6002 Full Time Salaries: \$230,392.50

no change

Based on state wide public libraries compensation benchmarking statistical data – comparing compensation rates to similar public libraries and the cost of labor in today’s job market. It is important to retain an individual with experiences, skills, and education needed to do a specified job. The cost of living affecting the country has spiked with no sight of leveling out at this time- post pandemic.

Library job descriptions were updated and reflect a futuristic mind set for a 21st century public library. Positions were filled and consolidated as needed due to the covid-19 disruption and staffing shortage across the country.

The Middlebury Public Library is requesting to reallocate funds within the salary line item at **no additional funding to offset the proposed raises.**

Traditionally the town library is funded 30% lower in salaries compared to other Connecticut towns with a population between 6,000 and 10,000 public libraries.

The Middlebury Public Library staff consists of four full time benefitted employees.

Full Time Salaries: Proposal

Library Director 8% increase (\$5,880)

Digital Marketing Technology Coordinator 9% increase (\$4,320)

Children’s Librarian \$51,000 (Open)

Adult Services Librarian \$46,000 (Open)

01-64-01-6003 Part Time Salaries: \$70,849.20

no change

The Middlebury Public Library staff consists of four part time non-befitted employees and two substitute as needed employees. The part time hours remain up to 19 hours per week.

Hourly Rate: Proposal

Master of Library and Information Science (MLIS) \$22 per hour

Master's degree (MS) \$20 per hour
Bachelor of Science degree (BS) \$18per hour

01-64-02-6100 Power and Control: \$38,880

*Town determines usage-no tenant in space

01-64-02-6102 Travel and Expense: \$3,000

no change

01-64-02-6102 Dues and Publications: \$3,000

no change

01-64-03-6401 Office Supplies: \$5,750

no change

01-64-03-6413 Heating Oil: \$12,000

*Town determines usage-no tenant in space

01-64-03-6437 Library Equipment/Copy Machine: \$11,000

no change

01-64-03-6601 Books: \$54,500

no change

01-64-03-6602 Audio Visual: \$6,200

no change

01-64-03-6603 Periodicals: \$5,000

no change

01-64-03-6604 Auto Circulating System: \$14,000

no change

01-64-03-6605 Technology: \$2,500

no change

01-64-03-6607 Visual: \$4,000

no change