



TOWN OF MIDDLEBURY

Library Board of Trustees

Meeting Minutes

Tuesday, October 10, 2023 – 4:30 P.M.

Present: Rita H. Smith - Chairman
Meg Vance
Mary Veillette
Peter Vaccarelli
John Moriarty

Also Present: Jo-Ann LoRusso, Library Director
Rachel Primus, Recording Clerk

Absent: Diane Giuditta

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

Approval of September 12, 2023 Meeting Minutes

VOTED: Unanimously on a motion by Meg Vance and seconded by John Moriarty to **APPROVE** the September 12, 2023 meeting minutes.

Trustee Reports

- **Treasurer's Report**

Mary Veillette read the report into the record. There were no changes in the Brick Sales and room naming opportunities account during September 1, 2023 through September 30, 2023.
Total brick sales to date = \$55,260.00
Total expenses to date = \$30,235.45
Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$25,024.55.

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

- **Secretary's Report**

Rita Smith read into the record an email received from Dawn LaValle. It stated that Middlebury was one of the first libraries to submit their policy and they have been using it as a model policy for many libraries across the state. JoAnne LoRusso noted this is how the library receives grant money. Rita Smith thanked everyone for all their work.

VOTED: Unanimously on a motion by Meg Vance and seconded by John Moriarty to **APPROVE** the Secretary's Report.

- **Director's Report**

JoAnn Lorusso said she emailed everyone a copy of her report. There were no questions on the

statistics. She reviewed the calendar. JoAnn Lorusso noted a few changes to it. The Children's Holiday sale has been moved to November 28th during library hours. She noted they may need volunteers if anyone is available. Items are also still being accepted.

JoAnne Lorusso said the library was asked to make 45 cards for Veterans Day and the Children's area will have cards for kids to make.

The CT Public Library annual report was filed on September 18th. It included statistic reports and funding.

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

Old Business

None

New Business

None

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Mary Veillette and seconded by John Moriarty 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: October 7, 2023

RE: Report for the period September 1, 2023 through
September 30, 2023.

There were no changes in the Brick Sales and Room Naming Opportunities accounts during the period September 1, 2023 through September 30, 2023.

Total Brick Sales to date: \$55,260.00

Total Expenses to date: \$30,235.45

Balance in Fund 61 – Brick Sales and Room Naming Opportunities
account: \$25,024.55

Respectfully,

Mary C. Veillette, Treasurer

JoAnn Lorusso

From: Dawn LaValle <Dawn.LaValle@ct.gov>
Sent: Tuesday, October 10, 2023 2:00 PM
To: JoAnn Lorusso
Subject: SB2 Collection Development Policies

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Email support@computercompany.net if you doubt the validity of this email.

Good Afternoon Jo-Ann,

As we come up to the deadline for submission of policies for public libraries to be in compliance with SB2, and DLD is knee deep in reviewing these policies, I wanted to reach out as Middlebury was one of the first libraries to submit the required policy. Middlebury's policy as submitted was approved as drafted as an exceptional policy and we have been using it as a model policy for many libraries across the state. The Middlebury Library under your leadership and with the support of your Board of Trustees continues to be the model exemplary library service under People, Place and Platform.

The State Library, Division of Library Development, continues to present Middlebury Public Library as a example for other libraries to follow.

Keep up the excellent work!

Kindest regards,
Dawn



Dawn La Valle |Director, Division of Library Development | Dawn.lavalle@ct.gov | Hartford Office: (860) 757-6665 | <http://libguides.ctstatelibrary.org/dld/home> | 231 Capitol Ave. Hartford CT 06106 | Fax: (860) 757-6503



"Success is not final, failure is not fatal: it is the courage to continue that counts." - Winston Churchill

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To: Middlebury Public Library Board of Trustees

From: Jo-Ann LoRusso, Library Director

RE: Director's Report

October 10, 2023

Statistics for September 2023

(Chart)

Calendar of October Events

(Calendar)

FY 2022-2023 Connecticut Public Library Annual Report was completed and filed on September 18, 2023.

Children's Holiday Fair

Helping Hands-Volunteers of the Middlebury Public Library will host a children's holiday fair on Tuesday, November 28, 2023 during library hours to raise donations for programs. This date was originally set for the second week of December.

September 2023

Collection Size	72,481
Monthly Circulation	2,771
Active Cards	2,647
New Residents	12

	Number of Programs	Number of Attendees
Adult Programs	6	38
General Programs	0	0
YA/Teen Programs	2	5
Children's Programs	17	80
Family Programs	5	9
Total Programs	30	132