



# TOWN OF MIDDLEBURY

*Library Board of Trustees*

*Minutes*

*Tuesday, April 10, 2018 – 3:00 P.M.*

*The Meeting Room*

*30 Crest Road, Middlebury CT 06762*

Present: Rita H. Smith, Chairman  
William J. Stowell  
Patricia C. Fahey  
Peter C. Vaccarelli  
Ronald G. Clark, Sr.  
Robert C. Desmarais, Sr.  
Jo-Ann LoRusso – Library Director

Also Present: Brigitte M. Bessette- Recording Clerk

### **Call to Order with Pledge of Allegiance**

The meeting was called to order at 3:00 P.M. by Mrs. Smith with the Pledge of Allegiance.

**Attendance** – See above.

### **Approval of February 13, 2018 Minutes –**

Mr. Vaccarelli MOTIONED to approve the Minutes of the February 13, 2018 Meeting, SECONDED by Mrs. Fahey, unanimous approval.

### **Trustee Reports**

Treasurer's Report – Mr. Stowell submitted a Treasurer's Report for February and March to each Trustee Member.

*February* - There was \$100.00 deposited in the Brick Sales and Room Naming Opportunities accounts during the period February 1, 2018 through February 28, 2018 from the sale of one regular 4 x 8 brick. There were no expenditures during this period. Total Brick Sales to date = \$50,795.00, Total Expenses to date = \$29,111.45, Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$21,683.55.

*March* - There was \$59.00 expended from the Brick Sales and Room Naming Opportunities accounts during the period March 1, 2018 through March 31, 2018 for a brick order of one regular 4 x 8 brick from Polar Engraving. Total Brick Sales to date = \$50,795.00, Total Expenses to date = \$29,170.45, Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$21,624.55

In response to Mrs. Fahey, Mr. Stowell explained the normal procedure when ordering bricks. A brick order under five (5) will include an extra fee for engraving. The \$59.00 engraving fee noted in his Treasurer's Report was for one brick. The order was processed since the initial brick order was submitted back in November of 2017.

Mr. Desmarais MOTIONED to accept the Treasurer's Report as submitted, SECONDED by Mr. Clark, unanimous approval.

To update the board members, Mr. Stowell noted the claim he filed with the State of Connecticut back in January on behalf of the Middlebury Public Library for the Exxon Mobil Stock Dividend was processed and is now complete (\$67.20).

Secretary's Report – None

Director's Report – Mrs. LoRusso confirmed that all Board Members received via email the attached Director's Report. February and March 2018 Statistics, April 2018 Library Programs and Services and Upcoming Events were briefly discussed. The decrease in the March Children's Programs was a result of cancellations due to inclement weather.

*Science in Motion* - the Science Center will be coming back for Science in Motion during the Region 15 Spring break (April 16 – April 20). Extra family oriented programs have been added for that time period.

*The Score Workshop* – Starting and Managing a Successful Non-profit Organization scheduled for Thursday, April 19<sup>th</sup> is at no cost.

*Passports on Wheels* - Representatives from the US Postal Service will set up in the Larkin Room. Photos can be taken, as well as applications and passport fees. This "community service" event also took place last year and had a very good turnout.

*Mobile Printing* - This new service was recently added. Patrons can now print from any device utilizing the appropriate app (instructions attached). This app will enable a device to communicate with the library printer/copier. Print jobs are held in a print queue until the appropriate fee is paid to a library staff member. This new service so far is popular among students, tutors and those who simply wish to use their own lap tops.

Mr. Clark MOTIONED to approve the Director's Report, SECONDED by Mr. Desmarais, unanimous approval.

**Old Business** – Progress on brick sales

Mrs. Smith initiated a brief discussion regarding ways to promote and increase sales. Mrs. Fahey and Mrs. LoRusso presented one order each. Handouts and materials have been posted around town. Newly designed folders with order forms are being displayed at numerous businesses / banks.

**New Business** – Lower level rental space

Mrs. Smith informed the Board that the Town has received a proposal to rent the lower level of the library. The Board of Selectmen and Attorney D’Angelo are currently reviewing it. The approval procedure, utilities etc. were briefly discussed. Mr. Vaccarelli will oversee and monitor signage details. Mr. Stowell wished to state for the record that any monies received or expended as a result of any lease agreement are not charged to the general library fund. There is a separate income and expense account set up for this sole purpose. It was also noted that Friends of the Middlebury Public Library Inc. is now sponsoring “monthly” book sales rather than “yearly”. A monthly book sale enables easier oversight and organization of book donation inventory.

**Public Comment** – None

**Adjournment** – Mr. Stowell MOTIONED to adjourn the meeting at 3:25 P.M., SECONDED by Mr. Clark, unanimous approval.

These minutes are submitted subject to approval.

Respectfully submitted,

Brigitte M. Bessette  
Recording Clerk

Attachments

Cc: Library Board of Trustees  
Library Director  
Town Clerk  
Web Master

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

**Re: Director's Report**

April 10, 2018 1 page

**Statistics for February 2018 and March 2018**

(ATTACHMENTS)

**Library Programs, Services, and Upcoming Events**

(CALENDARS)

- Science in Motion: Let It Grow presented by the Connecticut Science Center  
Wednesday April 18th at 11AM
- Score workshop: Starting and Managing a Successful Non-profit Organization  
Thursday, April 19<sup>th</sup> at 6:30PM
- Passports on Wheels  
Wednesday, April 25<sup>th</sup> at 12PM

**Mobile Printing: New Service**

(INSTRUCTIONAL BROCHURES)

The Middlebury Public Library now offers mobile printing. Patrons can now print from any device using Comprise Technologies print management system. The Library's web site has a direct link to the mobile printing system and instructions based on the user's device: smart phone, tablet, or laptop.

**Middlebury Public Library: CLOSINGS**

In accordance with the Town of Middlebury 2018 holidays, the Library will be closed on Friday, March 30, 2018.

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	<b>FEBRUARY 2018</b>	
<b>Circulation</b>	7599	
<b>Programs</b>	<b>Number of Programs</b>	<b>Number of Attendees</b>
Adult	18	105
Children	30	412
YA (12-18)	1	4
Technology	31	31
Outside Groups	2	24
<b>Program Total</b>	82	576
<b>Study Room Usage</b>	46 Times	84 Participants
<b>Library Cards</b>	3328 Active Cards	13 New Residents
<b>Collection Size</b>	75055	

	<b>MARCH 2018</b>	
<b>Circulation</b>	<b>8637</b>	
<b>Programs</b>	<b>Number of Programs</b>	<b>Number of Attendees</b>
<b>Adult</b>	<b>22</b>	<b>132</b>
<b>Children</b>	<b>24</b>	<b>223</b>
<b>YA (12-18)</b>	<b>0</b>	<b>0</b>
<b>Technology</b>	<b>30</b>	<b>30</b>
<b>Outside Groups</b>	<b>1</b>	<b>9</b>
<b>Program Total</b>	<b>77</b>	<b>394</b>
<b>Study Room Usage</b>	<b>68 Times</b>	<b>114 Participants</b>
<b>Library Cards</b>	<b>3332 Active Cards</b>	<b>19 New Residents</b>
<b>Collection Size</b>	<b>74072</b>	

# April 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 Read & Play 10:30 AM Birth-1 year Lunch Bunch 12:00 PM Families Computer Basics for Seniors 12:30 PM Pencils 1:30-3:00 PM	3 Creating Musical Readers: Just a Little Music 10:30am Drop-in Knitting 6:30 PM	4 Toddler Time 10:30 AM 3 years old Tech Talk: Photos on Apple Devices Parade Time 12:00 PM 3-5 years old Brown Bag Book Discussion <i>Enchanted April</i> 1:00 PM Documentary <i>More Learning Friends!</i> 1:00 PM	5 Preschool Power 10:30 AM 4-5 years old TED Talks: The wonderful world of life in a drop of water 11:00 AM Wacky Workshops: Coffee Filter Parade 6:30 PM Grades 3-5 Drop-in Storytime 7:00 PM Families	6 Stretch & Go Yoga 10:30 AM Families New Movie Showing <i>Murder on the Orient Express</i> 1:30 PM	7 Family Movie <i>Beauty &amp; the Beast</i> 11:00 AM Open 10 - 2
9 Read & Play 10:30 AM Birth-1 year Lunch Bunch 12:00 PM Families Computer Basics for Seniors 12:30 PM Pencils 1:30-3:00 PM	10 Wiggle & Giggle 10:00 AM 1-2 years old Wiggle & Giggle 10:30 AM 1-2 years old Author Visit: Steven Parlane <i>The Precious Dreadful</i> 6:30 PM Drop-in Knitting 6:30 PM	11 Toddler Time 10:30 AM 3 years old Tech Talk: Photos on Apple Devices 11:00 AM Parade Time 12:00 PM 3-5 years old Documentary <i>More Panama Canal</i> 1:00 PM	12 Preschool Power 10:30 AM 4-5 years old TED Talks How fashion helps us express who we are- and what we stand for 11:00 AM Wacky Workshops: Edible Shine 1:30 PM Grades 3-5 Drop-in Storytime 7:00 PM Families	13 Stretch & Go Yoga 10:30 AM Families New Movie Showing <i>Lady Bird</i> 1:00 PM	14 Family Movie <i>The Angry Birds Movie</i> 11:00 AM Open 10 - 2
16 Children's Movie 11:00 AM Computer Basics for Seniors 12:30 PM Pencils 1:30-3:00 PM	17 Children's Movie <i>Coco</i> 11:00 AM Garden Plus 2:00 PM Drop-in Knitting 6:30 PM	18 Science in Motion: Let it Grow 11:00 AM Documentary Movie - <i>Faces Places</i> 1:00 PM	19 Drop-in Storytime 11:00 AM All Ages TED Talks Do you really know why you do what you do? 11:00 AM Wacky Workshops: Original Butterfly Mobile 1:30 PM Grades 3-5 SCORE Workshop 6:30 PM Drop-in Storytime 7:00 PM Families	20 Stretch & Go Yoga 10:30 AM Families New Movie Showing <i>Last Flag Flying</i> 1:00 PM Children's Movie <i>Despicable Me 3</i> 3:00 PM	21 Family Movie <i>Night at the Museum</i> 11:00 AM Open 10 - 2
23 Read & Play 10:30 AM Birth-1 year Lunch Bunch 12:00 PM Families Computer Basics for Seniors 12:30 PM Pencils 1:30-3:00 PM	24 Wiggle & Giggle 10:00 AM 1-2 years old Wiggle & Giggle 10:30 AM 1-2 years old Masterclasses: Revisited <i>Magazine Art</i> 1:00 PM Drop-in Knitting 6:30 PM	25 Toddler Time 10:30 AM 3 years old Parade Time 12:00 PM 3-5 years old Documentary Movie - <i>Ireland - A Mystical Journey</i> 1:00 PM 12:00-4:00 PM Passports	26 Preschool Power 10:30 AM 4-5 years old TED Talks How to connect with depressed friends 11:00 AM Wacky Workshops: Water Cycle Experiment 1:30 PM Grades 3-5 Drop-in Storytime 7:00 PM Families	27 Stretch & Go Yoga 10:30 AM Families New Movie Showing <i>Darkest Hour</i> 1:00 PM	28 Family Movie <i>Madagascar: Escape 2 Africa</i> 11:00 AM Open 10 - 2
30 Read & Play 10:30 AM Birth-1 year Lunch Bunch 12:00 PM Families Computer Basics for Seniors 12:30 PM Pencils 1:30-3:00 PM					

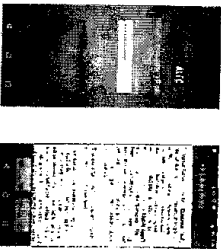
# Android Mobile Printing

1) Connect to the library's wifi then go to the Google Play Store and download the

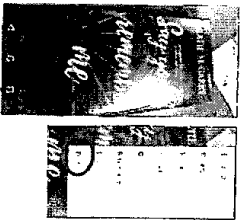


**SmartALEC @ Your Library** app.

2) Open the app and enter your library card number to sign in then accept the policy.



3) Go to your home screen and open the document/picture you would like to print. Click the menu button and click **Print**



4) Select the **SmartALEC Printer** at the top and click the **print icon**. Your print job has now been sent. View your documents in the SmartALEC app.

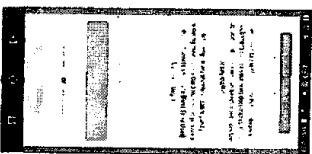
5) See a librarian to print your documents and pay.

**\$.20/page for Black & White**  
**\$.50/page for Color**

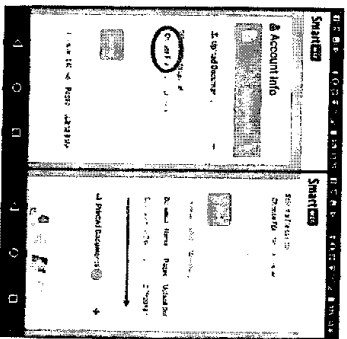
# Mobile Printing

1) Visit [middleburypubliclibrary.org](http://middleburypubliclibrary.org) on your laptop, phone or tablet. Click on the **Mobile Printing** button.

2) If it's your first time click **First Time User** to register your library card. Once registered, login with your library card number.



3) Click **Choose File** and select the file to print on your device. Click **Upload** to send your document to the printer. Scroll across to **preview** or **delete** your document.



4) See a librarian to print your documents and pay.

**\$.20/page for Black & White**  
**\$.50/page for Color**