



TOWN OF MIDDLEBURY

Library Board of Trustees

Minutes

Tuesday, May 8, 2018 – 3:00 P.M.

The Meeting Room

30 Crest Road, Middlebury CT 06762

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

Also Present: Brigitte M. Bessette, Recording Clerk

Excused Absent: Patricia C. Fahey

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 April 10, 2018 Meeting Minutes – Mr. Stowell MOTIONED to approve the Minutes of the April 10, 2018 Meeting, SECONDED by Mr. Clark, unanimous approval.

Trustee Reports

Treasurer's Report – Mr. Stowell submitted his report to each Trustee Member. There was \$550.00 deposited in the Brick Sales and Room Naming Opportunities accounts during the period April 1, 2018 through April 30, 2018 from the sale of two regular 4 x 8 bricks and two large 8 x 8 bricks. There were no expenditures during this period. Total Brick Sales to date = \$51,345.00, Total Expenses to date = \$29,170.45, Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$22,174.55.

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

Secretary's Report – Mr. Desmarais read for the record a resignation letter from Kyla DeRisi dated May 2, 2018 (see attached).

Director's Report – Mrs. LoRusso confirmed that all Board Members received via email the attached Director's Report. April 2018 Statistics, Library Programs and Services and Upcoming Events (see attached) were briefly discussed.

The Friends of the Middlebury Public Library, Inc. will be hosting an "Antiques Road Show" on May 17, 2018 from 6 – 7:30 p.m. The ticket price for those wishing to attend and observe is \$3.00. For anyone wishing to have items (maximum of 3) appraised by Wayne Mattox of Woodbury, the ticket price is \$10.00. There is limited seating of twenty five.

May is Mental Health Awareness Month. Various informational pamphlets and displays are located throughout the library.

There are currently two part time Library Assistant job openings. These positions have been advertised in the Bee-Intellegencer, Voices and the Connecticut Library Association. Mrs. LoRusso also requested it be posted on the Town website. All applications are available through the town website and sent directly to the library.

The Middlebury Public Library will be closed Memorial Day - Monday, May 28, 2018. From Memorial Day through Labor Day the library is closed on weekends.

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

Old Business – Lower level lease update

Mrs. Smith was informed by Town Attorney Dana D'Angelo that the concerned lower level lease agreement was fully executed yesterday (May 7, 2018) by Kathy Kelly and First Selectman Edward B. St. John. The projected move in date is May 15, 2018.

New Business – Mr. Stowell recommends waiting a bit longer to place the current brick order. If additional bricks are sold and more than five are ordered, the additional engraving fee can be avoided.

Also, there has been some concern regarding the bricks themselves. "White spots" seem to have been appearing on the bricks. The Town mason determined it is the way these bricks are manufactured (utilizing sea shells) down south. The Polar Engraving website (www.polarengraving.com) sample pictures do reveal the concerned spots. After a brief discussion it was agreed that since the white spots are "normal" and there have been no official complaints, no changes or further action is necessary.

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Public Comment – None

Adjournment – Mr. Stowell MOTIONED to adjourn the meeting at 3:15 P.M., SECONDED by Mr. Vaccarelli, 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

May 2nd, 2018

I am giving my notice for June 15th, 2018. I will be taking an assistant teaching position that will allow me to gain new skills to advance my career in teaching. Working at the Middlebury Library has allowed me an exceptional opportunity for personal and professional growth.

Thank you,

A handwritten signature in cursive script that reads "Kyla DeRisi".

Kyla DeRisi

Do you watch...

ANTIQUES ROAD SHOW?

**6-7:30 p.m., Thursday,
May 17th**

30 Crest Rd., Middlebury

**The Friends of the
Middlebury Public Library,
Inc. will be hosting an
opportunity for you to have
items appraised by**

WAYNE MATTOX

of Wayne Mattox Antiques in Woodbury

**Come join us for an entertaining and
informative experience as you see what
everyone is having appraised!**

**For a \$3 donation you can come
and enjoy the appraisals, for \$10
you can attend and receive 3
verbal appraisals! Seating is
limited so get your tickets soon.**

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

Re: Director's Report May 8, 2018 1 page

Statistics for April 2018 (ATTACHMENT)

Library Programs, Services, and Upcoming Events (CALENDAR)

Friends of the Middlebury Public Library Inc. Fundraiser: Antique Road Show
 Thursday, May 17th at 6PM

Teddy Bear Picnic: Bring your teddy bear to a special picnic.
 Tuesday, May 22 at 11AM

Part Time Library Assistant: Job Openings
 Kyla DeRisi has accepted an assistant teaching position. (RESIGNATION LETTER)

JOB POSTINGS:

Position: Part Time Library Assistant

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

Salary & Benefits: \$14.00 per hour, no benefits

Hours: Monday – Saturday up to 19 hours per week.

Requirements: Bachelor's degree plus 1(one) year experience working in a library setting assisting patrons with advisory services through answering patron's questions, recommending books, and other materials as well as a thorough understanding and utilization of the library's services

Position: Part Time Children's Library Assistant

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

Salary & Benefits: \$14.00 per hour, no benefits


Hours: Monday – Saturday with evening hours
 up to 19 hours per week

Requirements: Bachelor's degree plus 1 (one) year experience working in a library setting assisting patrons with advisory services through answering patron's questions, recommending books, and other materials. Additionally, the individual will work assisting the Children's Librarian in all areas of developing, coordinating and conducting various children's programs and activities.

Middlebury Public Library: CLOSING: In accordance with the Town of Middlebury 2018 holidays, the Library will be closed on Monday, May 28, 2018.

	APRIL 2018	
Circulation	8039	
Programs	Number of Programs	Number of Attendees
Adult	25	361
Children	29	283
YA (12-18)	0	0
Technology	30	33
Outside Groups	2	22
Program Total	86	699
Study Room Usage	70 Times	115 Participants
Library Cards	3348 Active Cards	12 New Residents
Collection Size	74,550	

May 2018

Monday	Tuesday	Wednesday	Thursday	Friday	
	1 Wiggles & Giggles 10:00 AM 1-2 years old Wiggles & Giggles 10:30 AM 1-2 years old	2 Toddler Time 10:30 AM 3 years old Tech Talks: Mobile Printing 11:00 AM Parachute Play 12:00 PM 3-5 years old Brown Bag Book Discussion Labor Day 1:00 PM Documentary Movie Seed: The Lincoln Story 1:00 PM	3 Preschool Power 10:30 AM 4-5 years old TED Talks: How to train your wandering mind 11:00 AM	4 Stretch & Go Yoga 10:30 AM Families New Movie Showing <i>Three Billboards Outside Ebbing, Missouri</i> 1:00 PM	5
7 Read & Play 10:30 AM Birth-1 year Computer Basics for Seniors 12:30 PM Pencils 1:30- 3:00 PM	8 Wiggles & Giggles 10:00 AM 1-2 years old Wiggles & Giggles 10:30 AM 1-2 years old Term 101: Pick Empowered Sugar Scrub 1:00 PM Mystery Book Club <i>Before I Go to Sleep</i> 6:30 PM Drop-in Knitting 6:30 PM	9 Toddler Time 10:30 AM 3 years old Parachute Play 12:00 PM 3-5 years old Documentary Movie <i>Labor Day</i> 1:00 PM	10 Preschool Power 10:30 AM 4-5 years old TED Talks: Why dating doesn't usually work 11:00 AM Wacky Workshop: Maze Game 4:30 PM Grades 4-6* *Once a month, registration required.	11 Stretch & Go Yoga 10:30 AM Families New Movie Showing <i>Just Getting Started</i> 1:00 PM	12
14 Read & Play 10:30 AM Birth-1 year Computer Basics for Seniors 12:30 PM Pencils 1:30- 3:00 PM	15 Wiggles & Giggles 10:00 AM 1-2 years old Wiggles & Giggles 10:30 AM 1-2 years old Drop-in Knitting 6:30 PM	16 Toddler Time 10:30 AM 3 years old Tech Talks: Mobile Printing 11:00 AM Parachute Play 12:00 PM 3-5 years old Documentary Movie - <i>Gorogosa Park 1</i> 1:00 PM	17 Preschool Power 10:30 AM 4-5 years old TED Talks: Why the pencil is perfect 11:00 AM Antique Road Show 6:00 PM	18 Stretch & Go Yoga 10:30 AM Families New Movie Showing <i>Roman J. Israel, Esq.</i> 1:00 PM	19
21 Computer Basics for Seniors 12:30 PM Pencils 1:30- 3:00 PM	22 Teddy Bear Picnic 11:00 AM 3-5 years old Drop-in Knitting 6:30 PM	23 Documentary Movie - <i>Gorogosa Park 2</i> 1:00 PM	24 TED Talks: A rite of passage for late life 11:00 AM The Body's Wisdom: Traditional Chinese Medicine & Acupressure 2:00 PM	25 Stretch & Go Yoga 10:30 AM Families New Movie Showing <i>LBJ</i> 1:00 PM	26
28 CLOSED  THANK YOU!	29 Mastermind: Minute to Win It Challenges 4:00 PM Drop-in Knitting 6:30 PM	30 Documentary Movie - <i>Trekking the World: China</i> 1:00 PM	31 TED Talks: To eliminate waste, we need to rediscover thrift 11:00 AM		