



TOWN OF MIDDLEBURY

Library Board of Trustees

Minutes

Tuesday, June 12, 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
Robert C. Desmarais, Sr.
Peter C. Vaccarelli
Jo-Ann LoRusso – Library Director

Also Present: Brigitte M. Bessette, Recording Clerk
Excused Absent: Ronald G. Clark, Sr.

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 May 8, 2018 Meeting Minutes – Mr. Desmarais MOTIONED to approve the Minutes of the May 8, 2018 Meeting, SECONDED by Mr. Vaccarelli, unanimous approval.

Trustee Reports

Treasurer's Report – Mr. Stowell submitted his report to each Trustee Member. There was \$200.00 deposited in the Brick Sales and Room Naming Opportunities accounts during the period May 1, 2018 through May 31, 2018 from the sale of two regular 4 x 8 bricks. There were no expenditures during this period. Total Brick Sales to date = \$51,545.00, Total Expenses to date = \$29,170.45, Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$22,374.55.

Mrs. Fahey MOTIONED to approve the Treasurer's Report as submitted, SECONDED by Mr. Desmarais, unanimous approval.

Secretary's Report – Mr. Desmarais stated that although the following correspondence is not addressed directly to the Library Board of Trustees, he wished all members be made aware of both and that they be read into the record (copies attached).

1. Thank You Note from Amy Pittman dated May 30, 2018 to Jo-Ann LoRusso and Janice LeDuc.
2. Thank You Letter from the Board of the Watertown Art League dated May 18, 2018 to Jo-Ann LoRusso and Staff.

A brief discussion took place regarding the placement of these letters in applicable personnel files. It was noted that due to the current absence of a town Human Resource Department, Mrs. LoRusso was instructed to open, maintain and house personnel files for the two newly hired part time library assistants. Mrs. Smith will inquire and seek clarification.

Mrs. LoRusso also noted the concerned \$100 security deposit check donation from the Board of the Watertown Art League will be deposited in Fund 34 which is earmarked for various programming.

Mr. Vaccarelli MOTIONED to approve the Secretary's Report, SECONDED by Mrs. Fahey, unanimous approval.

Mr. Desmarais wished to propose that a motion be made by this Board to properly commend Mrs. LoRusso and the entire Library Staff so they may receive proper recognition.

Mrs. Smith MOTIONED to commend both Mrs. LoRusso and the entire Middlebury Public Library Staff for their outstanding efforts and superior work performance, SECONDED by Mr. Vaccarelli, unanimous approval.

Director's Report – Mrs. LoRusso informed the Board the Library (downstairs) tenant has moved in and the transition went smoothly. The tenant's address is **32** Crest Road. The Library address is 30 Crest Road. Mr. Vaccarelli added that the tenant made a few minor improvements (painting etc.). He also explained however, there remains a problem with the air conditioning system. He is confident it will be rectified after July 1, 2018.

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

There are three literacy initiative programs in place during the summer months.

The Great American Read presented by PBS is an eight part television on line series designed to spark a national conversation about reading and books. The book list contains 100 titles that have inspired, moved and shaped Americans over the years. Patrons are encouraged to read these books and then vote for their favorite one. A brunch sponsored by the Friends of the Middlebury Public Library, Inc. will take place Wednesday June 13, 2018 at 11:00 in the Larkin Room to showcase this "national level" premier. The title list and marketing was done by PBS. The chosen list of 100 books was based on a survey of 7,000. The America's Number One Favorite Read will be chosen via Facebook polling.

This program (at no cost) is a great way to get books into people's conversations and to promote excitement about reading. An article regarding The Great American Read is currently featured in the Library Journal (which is one of the major trade magazines used to get a pulse on the industry). It also gives people the opportunity to participate through voting and community gatherings. Mrs. LoRusso also referred to the designated display featuring most of the books which will be located in the Larkin Room utilizing the surround sound system and webinar connectivity.

Middlebury Public Library's Books take You Places crafted by the Library Staff will take place from June 29, 2018 to August 17, 2018. Prizes are awarded to readers of all ages and are sponsored by local businesses and the Friends of the Middlebury Public Library, Inc. The brochure provides for adults, children and teens. It promotes museum passes, (day tripping) summer events and movies. This is a type of "generational offering". The school age children will receive a "passport". Stamps are placed on their passport based on the number of pages and hours read. The grand prize provided by the Friends is an Interacting Globe, second place prize is an underwater camera and third place is a Barnes and Noble gift card. For adults there will be a monthly drawing at the end of July and August sponsored by local businesses. The launching of this program is aligned with Region 15 school year end dismissal.

Children's Author Talk will take place today. Stephanie Robinson who is the media specialist at the Middlebury Elementary School collaborated with Jessica Haight and authored *The Secret Files of Fairday Morrow*. Mrs. Robinson will talk to local families. Lemonade and cookies will be served.

Mrs. LoRusso ended the Directors Report by noting the two very qualified recently hired Part Time Library Assistants.

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

Old Business – None

New Business – None

Public Comment – None

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Adjournment – Mr. Stowell MOTIONED to adjourn the meeting at 3:20 P.M., SECONDED by Mrs. Fahey, 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 18, 2018
Watertown Art League, walart.org
P.O. Box 1318
Middlebury, CT 06762

Jo-Ann LoRusso and Staff
Middlebury Library
30 Crest Road
Middlebury, CT 06762

RE: Larkin Room, Middlebury Library, Juried Art Show, May 5 to May 12, 2018

Dear Jo-Ann LoRusso,

The Board and members of the Watertown Art League, Inc. would like to thank you and your helpful and thoughtful staff for all your help, support and cooperation during our Juried show held in the Larkin Room in May of this year.

Please accept the \$100.00 check that was left with you as a security deposit as a donation to the Middlebury Library . We hope that we can continue our association with the Library in the coming years. The Watertown Art League, Inc. is so pleased to be able to present our show in such a wonderful space and environment.

Thanks again.

The Board of the Watertown Art League

Board of the Watertown Art League
Toni Sills, Juried Show Chairperson
Anita Gregorski, Treasurer

May 30, 2018

Dear Jo Ann and Janice,

I want to thank you for the opportunity to interview with you today. Talking with you reminded me of why I want to work in public libraries. Your energy and commitment to the Middlebury community is inspirational. I would be proud to be a part of your team.

Sincerely,
Amy Pittman

To: *Middlebury Library Board of Trustees*

From: *Jo-Ann LoRusso, Director*

Re: Director's Report

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Statistics for May 2018

(ATTACHMENT)

Library Programs, Services, and Upcoming Events

(CALENDAR)

Literacy Initiatives during the summer months:

The Great American Read presented by PBS/ CPTV

The Great American Read is an eight-part television and online series designed to spark a national conversation about reading and books. The book list contains 100 titles or series that have inspired, moved and shaped Americans over the years. Patrons are encouraged to read these books and then vote for their favorite online.

Middlebury Public Library's Books Take You Places

MPL Books Take You Places begins Friday, June 29, 2018 and ends Friday, August 17, 2018. Prizes awarded to readers of all ages especially school age and are sponsored by local businesses and the Friends of the Middlebury Public Library Inc.

Children's Author Talk

Stephanie Robinson and Jessica Haight authors of *The Secret Files of Fairday Morrow*

Tuesday, June 12, 2018

4:30PM

Elementary School Age: Grades 4 and up

Part Time Library Assistant positions

Amy Pittman holds a Master's degree in Library Science from Southern Connecticut State University. She will fill Kyla DeRisi's part time library assistant position. This is an up to 19-hour position with no benefits at a \$14.00 per hour rate.

Brittany Parkhouse holds a Bachelor of Science degree in History and volunteers at the Yale Peabody Museum facilitating educational programs. She will fill Stephanie Koller's part time children's library assistant position. This is an up to 19-hour position with no benefits at a \$14.00 per hour rate.

	MAY 2018	
Circulation	7785	
Programs	Number of Programs	Number of Attendees
Adult	19	101
Children	23	273
YA (12-18)	0	0
Technology	35	35
Outside Groups	3	156
Program Total	80	565
Study Room Usage	86 Times	137 Participants
Library Cards	3388 Active Cards	50 New Residents
Collection Size	75,740	

June 2018

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Stretch & Go Yoga 10:30 AM New Movie Showing <i>The Post</i> 1:00 PM
4 Pencils 1:30- 3:00 PM Beach Party 2:00 PM Grades K-5 Teen Open Knitting 2:00- 4:30 PM	5 Middlebury Land Trust Meeting 3:00 -7:30 PM Open to the public SCORE Workshop: Lessons Learned from Running a Business 6:30 PM	6 Tech Talk: Duolingo 11:00 AM Brown Bag Book Discussion <i>A Spool of Blue Thread</i> 1:00 PM Documentary Movie - <i>Grilled Ice</i> 1:00 PM 09a: Informational Meeting with Dr. Jon Mckeshing 2:00 PM	7 TED Talks: Why you don't hear the sound of your voice 11:00 AM Beginner's Meditation Workshop 6:30 PM	8 Stretch & Go Yoga 10:30 AM New Movie Showing <i>Molly's Game</i> 1:00 PM
11 Pencils 1:30- 3:00 PM	12 Capades: Winter Creations 11:00 AM Ages 3-5 Children's Author Talk: Stephanie Robinson & Jessica Knight 1:30 PM Mystery Book Discussion <i>Among the Hired</i> 6:00 PM Drop-in Knitting 6:30 PM	13 Great American Read 11:00 AM Documentary Movie - <i>Into the Amazon</i> 1:00 PM	14 TED Talks: SpaceX's plan to fly you across the globe in 30 minutes 11:00 AM Wacky Workshops: Learning tower of Babel 1:30 PM Grades 1-6	15 Stretch & Go Yoga 10:30 AM New Movie Showing <i>Downsizing</i> 1:00 PM
18 Pencils 1:30- 3:00 PM	19 Drop-in Knitting 6:30 PM	20 Tech Talk: Duolingo 11:00 AM Documentary Movie - <i>Food</i> 1:00 PM	21 TED Talks: How language shapes the way we think 11:00 AM	22 Stretch & Go Yoga 10:30 AM New Movie Showing <i>Phantom Thread</i> 1:00 PM
25 Storytime Signup Adult Movie <i>Cold Mountain</i> 1:00 PM Pencils 1:30- 3:00 PM	26 Storytime Signup Masterclasses: <i>101</i> from our Pencils 1:00 PM Drop-in Knitting 6:30 PM	27 Storytime Signup Documentary Movie - <i>Fox Tides</i> 1:00 PM	28 Storytime Signup TED Talks: The brain-changing benefits of exercise 11:00 AM	29 Storytime Signup Summer Reading Begins Children's Movie: A Wrinkle in Time 11:00 AM New Movie Showing <i>Daddy's Home 2</i> 1:00 PM