



TOWN OF MIDDLEBURY

Library Board of Trustees

Minutes

Tuesday, September 11, 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 (3:20 arrival)
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 June 12, 2018 Meeting Minutes – Mr. Stowell MOTIONED to approve the Minutes of the June 12, 2018 Meeting, SECONDED by Mr. Desmarais, unanimous approval.

Trustee Reports

Treasurer's Report – Mr. Stowell submitted his report to each Trustee Member. There was \$100.00 deposited in the Brick Sales and Room Naming Opportunities accounts during the period June 1, 2018 through August 31, 2018 from the sale of one small 4 x 8 brick. There was an expenditure of \$170.00 for the cost of the last brick order of 4 small and 2 large bricks. Note we received an additional order for 1 small brick but the person's check did not clear the bank. The person has since made a payment including the returned check fee in cash which will appear in the September report. Total Brick Sales to date = \$51,645.00, Total Expenses to date = \$29,340.45, Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$22,304.55. Mr. Stowell will place one brick order that has been pending since July (which will include a \$19.50 cost for a less than 5 brick charge).

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

Secretary's Report – Mr. Desmarais read for the record correspondence addressed to Jo-Ann LoRusso from Stephen L. Lewis, President of Thomaston Savings Bank Foundation, Inc. dated August 20, 2018 (see attached). Mrs. LoRusso described this "program" which is part of STEM and is aligned with Region 15. Discussion continued regarding the display, bins and a movable cart. The library has a year to utilize these funds for the lego programming.

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

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

Summer Read 2018 – This program takes place when Region 15 closes for summer break. This well received program is provided to reduce the "summer slide". Children are encouraged to read at their local libraries. Sponsorship and generosity from local business and Friends Inc. provided for prizes and awards. Also, there was no cost to the Library operating budget.

Fall Story Times have started and will continue through before the holiday in December. Re-signups will begin again in January.

Cinema Series featuring documentaries, foreign films and files for adults was added on Wednesdays at 1:00 p.m. This program which is held in the community Larkin Room originates for the library collection utilizing creativity at no cost for those who attend.

Middlebury Public Library FY17-18 Annual Report basically gives a "snap shot" (Circulated 81,751, offered 552 programs, approximately 5,576 in attendance and depicts the amount of library cards and collection size). This report was submitted to the First Selectman as requested on August 8, 2018.

Connecticut State Library 2017-1018 Public Library Survey - This is required by State Statute and the Library receives in return a minimum (\$1,200) payment "borrowlt" grant. This amount continues to be reduced each year. The funds are used for non-operational items (programing, staff development or wherever funds are needed). When all public libraries submit this survey a web-site is available to determine where our library ranks among others. It is an extremely useful tool in gauging and analyzing data for comparison purposes.

Department 64: Line Item - Power and Control – Mrs. LoRusso was instructed to pay the entire electric bill for both 30 & 32 Crest Road. The tenant's meter s read and the Town sends a formal letter to the tenant requesting payment based on said reading. When finance receives payment it is then credited to the Power and Control line item. Discussion took place regarding this directive, the procedure, billing cycle, potential budget ramifications and necessary safeguards. Mrs. Smith confirmed this matter is an operational issue rather than a policy issue.

Middlebury Land Trust Celebration – This event will be held next year and is in the beginning planning stages. Mrs. LoRusso confirmed that all events will be in compliance with current library policies.

Code of Conduct Policy – a draft code of conduct letter for lost privileges was submitted for Trustees approval. This is in response to an incident which took place at the Library on August 9, 2018. There is a Police Report on file. Officers spoke with the two individuals involved regarding their behavior. Based on their actions the Middlebury Police banned these two individuals from the grounds, the building and are not allowed to have contact with any Library employees. They were also notified on August 13, 2018. Both the Middlebury Police and Town Counsel recommend the Library Board of Trustees follow up with a formal letter stating the specific lost privileges. This matter will be discussed further under New Business.

F.W. and Elizabeth N. Carson Charitable Remainder Trust – In an attempt to address the shelving shortage concerns, Mrs. LoRusso would like to earmark the \$9,000 for the purchase of additional shelving through Tucker Furnishings (who was the past supplier for existing shelving).

Friends of the Middlebury Public Library, Inc. – book donations continue to be accepted. The “annual” membership renewal campaign is under way. “Friends” have been very instrumental in planning for December’s silent auction, along with continued support for programs and revenue. A “Friends” link is available on the Library web-site where information changes on a regular basis to reflect current and upcoming events. The Middlebury Public Library and “Friends” will be participating in Middlebury Day. Calendars, raffles, information regarding services and library card information will be available.

Mr. Desmarais MOTIONED to approve the Director’s Report, SECONDED by Mrs. Fahey, unanimous approval.

Old Business – Personnel File location update – Mrs. Smith noted that during June’s meeting a discussion took place regarding personnel files and their location. She confirmed with CFO Larry Hutvagner that the Town Hall holds personnel files for all employees. Mr. Stowell added the Town is in the process of hiring an HR firm that will be taking over the files.

New Business – Code of Conduct Policy Notification Letter – In lieu of what took place in August, the Chief of Police recommended that any person found to be in violation of the current Code of Conduct Policy be notified via a formal notification letter. All members present discussed at length the draft letter from Town Attorney Robert Smith and the Code of Conduct Policy. Mrs. Smith will seek clarification and consult with Town Attorney regarding the discussed concerns and suggestions.

Public Comment – None

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Adjournment – Mr. Desmarais MOTIONED to adjourn the meeting at 3:46 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

To: *Middlebury Library Board of Trustees*

From: *Jo-Ann LoRusso, Director*

RE: Director's Report

September 11, 2018

Statistics for August 2018

(Chart)

Summer Read 2018 Summary

(Chart)

Library Programs, Services, and Upcoming Events

(Calendar of Events)

- Fall story times for children ages birth to five years of age
- Book clubs for middle school, high school, and adult
- Technology workshops for adults
- STEM activities for tweens
- Cinema Series featuring documentaries, foreign films, and films for adults

Middlebury Public Library FY17-18 Annual Report

(FY17-18 Annual Report Chart)

Report submitted to the First Selectman on August 8, 2018 per his request.

Connecticut State Library 2017-2018 Public Library Survey

The Middlebury Public Library has completed and submitted the State Library's Annual Public Library Survey for 2017-2018 on August 1, 2018. This report is required by statutes CGSSec.11-25 in order to receive *borrow/t* payment or other state appropriations.

Department 64: Power and Control

The Chief Financial Officer has instructed the library (Dept.64) to endorse full payment for the monthly electrical bill for 30/32 Crest Road. A credit for the metered portion owed by the tenant in the lower level will be applied to Dept. 64's Power and Control account once the tenant's payment is received by the finance department. Payment begins July 2018 (FY2018).

Middlebury Land Trust Celebration

Middlebury Land Trust has requested to hold their celebration in the upcoming year at the library. All celebratory events will be compliant to the policies in place. Special requests will need trustees' approval during our scheduled meetings.

Code of Conduct Policy

(Draft Letter and Code of Conduct Policy)

A follow up formal letter for Lost Privileges is being drafted with the Town Attorney for trustees' approval.

F.W. and Elizabeth N. Carson Charitable Remainder Trust

(Beneficiary Packet)

The \$9,000 grant awarded still needs to be appropriated for non- operation library needs.

Friends of the Middlebury Public Library Inc. Update


- Book donations
 - Membership renewal campaign
-

	AUGUST 2018	
Circulation	7592	
Programs	Number of Programs	Number of Attendees
Adult	23	283
Children	13	200
YA (12-18)	4	54
Technology	21	22
Outside Groups	0	0
Program Total	61	559
Study Room Usage	33 Times	121 Participants
Library Cards	3407 Active Cards	26 New Residents
Collection Size	76496	

SUMMER READ 2018 SUMMARY

	Number of Sign Ups	Programs	Entries	Prizes
Cool Kids Read 3 - 5 Years	22		16	Costume Party
Books Take You Places 6 - 11 years	57		15	2 Barnes & Noble \$10 Gift Card
Teen Grades 6 - 12	36	Teen Raffle Bingo Book Guess	145	Globe Camera Solar System Movie Passes Blarney Stone Gift Card Rita's Gift Card Book
Adult	First Drawing		90	La Bobadel Restaurant Gift Card
	Second Drawing		??	Leo's Restaurant
Community			45	2 Quassy Passes
	115		336	
				Participants
Adult Movies		9	15	
Teen Movies		7	0	
Children Movies		8	10	
Children Programs		5	69	
Middle School Programs		2	16	
		31	110	

September 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>CLOSED</p> 	<p>4 Tech Talk: Designing Privacy Settings 1:00 PM</p>	<p>5 Storyline Registration Begins Brown Bag Book Discussion <i>The Little Girls</i> 1:00 PM Curious Series 1:00 PM <i>The Birchchickadees</i></p>	<p>6 Crossword Café 1:00 PM Open Kids Craft 4:00 PM</p>	<p>7 New Movie Showing 1:00 PM <i>The Leisure Seeker</i></p>	<p>8 Family Movie 11:00 AM <i>Peter Pan</i> Open 10 - 2</p>
<p>10 Read & Play 10:30 AM Birth to 12 months Children's Movie 11:00 AM <i>Ferdinand</i> Pencils Sketch Club 1:00 PM Teen Movie 2:00 PM <i>Ready Player One</i></p>	<p>11 Wiggles & Giggles 10:30 AM 1 to 2 years old Wanda's Workshop Teamwork Challenge 4:30 PM Grades 1-6 Mystery Book Discussion <i>Bring Me Back</i> 6:00 PM</p>	<p>12 Toddler Time 10:30 AM 3 years old Children Series 1:00 PM <i>Flyers</i></p>	<p>13 Preschool Power 10:30 AM 4+ years old Crossword Café 1:00 PM Our Connection River 2:00 PM Open Kids Craft 4:00 PM</p>	<p>14 Stories & Yoga Fun 10:30 AM 2-5 years old New Movie Showing 1:00 PM <i>Chappoquiddick</i></p>	<p>15 Family Movie 11:00 AM <i>Shog</i> Open 10 - 2</p>
<p>17 Read & Play 10:30 AM Birth to 12 months Pencils Sketch Club 1:00 PM</p>	<p>18 Wiggles & Giggles 10:30 AM 1 to 2 years old Tech Talk: Instagram Privacy Settings 1:00 PM</p>	<p>19 Toddler Time 10:30 AM 3 years old Curious Series 1:00 PM <i>The King & I</i> DIY Tea Book 2:00 PM Grades 1-5 Get Understood Book Club 2:00 PM Grades 8-12</p>	<p>20 Preschool Power 10:30 AM 4+ years old Crossword Café 1:00 PM Open Kids Craft 4:00 PM</p>	<p>21 Stories & Yoga Fun 10:30 AM 2-5 years old New Movie Showing 1:00 PM <i>Finding Your Feet</i></p>	<p>22 Family Movie 11:00 AM <i>Max</i> Open 10 - 2</p>
<p>24 Read & Play 10:30 AM Birth to 12 months Pencils Sketch Club 1:00 PM</p>	<p>25 Wiggles & Giggles 10:30 AM 1 to 2 years old Middle School Masterprints: Design a 3D Keychain 4:00 PM</p>	<p>26 Toddler Time 10:30 AM 3 years old Curious Series 1:00 PM <i>Bird Parrots of Telegraph Hill</i></p>	<p>27 Preschool Power 10:30 AM 4+ years old Crossword Café 1:00 PM Open Kids Craft 4:00 PM</p>	<p>28 Stories & Yoga Fun 10:30 AM 2-5 years old New Movie Showing 1:00 PM <i>I Feel Pretty</i></p>	<p>29 Family Movie 11:00 AM <i>Crimson & Juliet</i> Open 10 - 2</p>
<p>30 Read & Play 10:30 AM Birth to 12 months Pencils Sketch Club 1:00 PM</p>					

	Middlebury Public Library	
	FY17-18 Annual Report	
Circulation	81,751	
Programs	Number of Programs	Number of Attendees
Adult	272	2,222
Children	271	3,293
YA (12-18)	9	61
Program Total	552	5576
Library Cards	2,209 Active Cards	
Collection Size	71,837	

William Carson, Co-Trustee
12459 Windbush Way
Carmel, IN 46033

James Carson, Co-Trustee
1851 Platt Boulevard
Surfside Beach, SC 29575

August 2, 2017

\$9,000 Fund 61

Jo-Ann LoRusso, Library Director
Middlebury Public Library
30 Crest Road
Middlebury, CT 06762

Re: F.W. and Elizabeth N. Carson Charitable Remainder Unitrust


Dear Ms. LoRusso:

F.W. and Elizabeth N. Carson are deceased and the Middlebury Public Library has been named as a 10% beneficiary of the F.W. and Elizabeth N. Carson Charitable Remainder Unitrust.

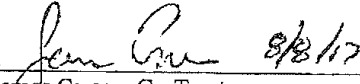
We, as co-trustees, are making another partial distribution at this time as other assets due to the Trust are pending. You will receive a check in the amount of \$8,000 directly from the broker which represents your partial distribution. You will also receive a check from the broker in the amount of \$10,000 to replace the first distribution check which was never cashed. We request that 50% of the funds be distributed to the Endowment Fund and 50% to the Operating Fund.

If you have any questions, please contact Janet Walker, CPA at (203)264-3131.

Sincerely,



William Carson, Co-Trustee



James Carson, Co-Trustee

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Thomaston Savings Bank Foundation, Inc.

203 Main Street, P.O. Box 907
Thomaston, CT 06787
P: 860.283.1874 | F: 860.283.2529
www.thomastonsavingsbank.com

Stephen L. Lewis, President

August 20, 2018

Jo-Ann LoRusso
Town of Middlebury Public Library
1212 Whittemore Road
Middlebury, CT 06762

Dear Jo-Ann LoRusso:

Congratulations! On behalf of the Thomaston Savings Bank Foundation, Inc., I am pleased to advise you and your organization that an award for **\$2,000.00** has been approved towards your grant request. It has been a rewarding process to learn about your organization, recognize your merits and help make an important contribution to your efforts.

The Thomaston Savings Bank Foundation, Inc. has carefully reviewed your request and has allocated the grant proceeds to be utilized solely for funding the following purpose (s):

To fund the purchase of LEGO sets.

This grant approval is contingent upon the Grantee properly signing the enclosed agreement and returning it in the envelope provided, by September 21, 2018.

The grant awards will be presented at an open house on Tuesday, October 2, 2018 from 6:30 to 8:00 p.m. We are requesting recipients to arrive promptly for our opening remarks and a brief entertainment segment. The event will be held at the Thomaston Opera House located at 158 Main St., Thomaston, CT. This will be an excellent opportunity for the Thomaston Savings Bank Foundation Trustees and Officers to meet our grant recipients, so that we may all attain a better understanding of our combined commitment to our fine communities. An R.S.V.P. has been enclosed; please reply on or before September 21, 2018.

We are proud of the well-established Thomaston Savings Bank Foundation, Inc. and this year's funding of **\$514,000.00** to local charitable causes. As you may be aware, these funds are to be distributed to benefit the citizens of the Thomaston Savings Bank assessment area. Any acknowledgment of our grant to the general public would be greatly appreciated.

Please accept my best wishes for a promising and rewarding upcoming year. I look forward to meeting with you personally on October 2, 2018.

Sincerely,

Stephen L. Lewis
President
THOMASTON SAVINGS
BANK FOUNDATION, INC.