



TOWN OF MIDDLEBURY

Library Board of Trustees

Minutes

Tuesday, October 9, 2018 – 3:00 P.M.

The Meeting Room

30 Crest Road, Middlebury CT 06762

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

Also Present: Brigitte M. Bessette, Recording Clerk

Excused Absent: William J. Stowell

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 September 11, 2018 Meeting Minutes – Mrs. Fahey MOTIONED to approve the Minutes of the September 11, 2018 Meeting, SECONDED by Mr. Desmarais, unanimous approval.

Trustee Reports

Treasurer's Report – Mr. Desmarais on behalf of Mr. Stowell submitted the Treasurer's Report to each Trustee Member. There was \$115.00 deposited in the Brick Sales and Room Naming Opportunities accounts during the period September 1, 2018 through September 30, 2018 from the sale of one small 4 x 8 brick. There were no expenditures. Total Brick Sales to date = \$51,745.00, Total Expenses to date = \$29,340.45, Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$22,404.55.

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

Secretary's Report – None

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

Anti-Bullying Awareness Campaign – This Campaign is well underway. The handout (available at the front desk) includes resources, collections and on-line links to the State of Connecticut resources. These handouts will also be available during “Celebrate Middlebury Day”. The Library is still accepting Stand Up Posters for the contest. All prizes were sponsored by “Friends”. Anyone in attendance from kindergarten through grade 12 is eligible to participate. Free tickets are still available for the October 11th Bully Bustin’ Puppet Show. This show is a great way to introduce a very sensitive topic to our younger generation. Families are welcome. The Wonder Book Discussion on October 23rd is for middle age students and will follow up with the newly released movie “Wonder”.

The Middlebury Public Library will participate in “Celebrate Middlebury Day” on October 13, 2018 which is sponsored by Middlebury Parks and Recreation. Information regarding Library programs and a calendar of events (including Bullying Awareness) will be available.

Friends of the Middlebury Public Library, Inc. Update – The annual Silent Auction will be held in the Library on December 4, 2018 through December 17, 2018.

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

Old Business – Code of Conduct Policy Notification Letter – This matter and the draft letter provided by Attorney Robert Smith were discussed at length last month. Mrs. Smith noted she discussed the concerns and suggested changes brought about at that meeting with Attorney Smith. He was in agreement with the changes. Mrs. Smith submitted to all members for review the final proposed letter.

Also, Mrs. Smith discussed with Town Attorney whether an appeal process should be put into place and if so how this would be done. It was agreed that since the Library Board of Trustees is a “policy making board” whereby providing for this policy, Mrs. LoRusso will continue in her operational duty as Director to enforce it. If a response to the Notification Letter is submitted to her in writing, she along with the Board of Selectmen will then become the “appeal process” for resolution.

Mrs. Fahey MOTIONED to approve the Code of Conduct Policy Notification Letter (attached), Seconded by Mr. Desmarais, unanimous approval.

New Business – Mr. Vaccarelli initiated a discussion regarding the lower level tenant parking area. The tenant has expressed concerns regarding vehicles seen parked by the generator after normal business hours. He has requested that the police make routine checks and has also initiated installation of additional lighting for that area. Signage and safety were also discussed. Mrs. Smith thanked Mr. Vaccarelli and asked to keep them informed.

Public Comment – None

Adjournment – Mr. Clark MOTIONED to adjourn the meeting at 3:20 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

To: *Middlebury Library Board of Trustees*

From: *Jo-Ann LoRusso, Director*

RE: Director's Report

October 9, 2018

Statistics for September 2018

(Chart)

Library Programs, Services, and Upcoming Events

(Calendar of Events)

Anti-Bullying Awareness Campaign

The Middlebury Public Library is bringing awareness to this much needed topic. Members from Region 15 were invited to participate throughout the month of October.

- Informational handouts and updated collection (MPL Path Finder)
- Stand Up Poster Contest began on Monday, October 1, 2018. Blank posters and rules and regulations will be available through October 18th. All posters must be submitted to Library by Friday, October 19th at 5PM. Winners will be announced on Thursday, October 25th at 4PM. All students in grades K-12 are welcome to participate. First, Second, and Third place prizes are sponsored by the Friends of the Middlebury Public Library Inc. First prize is a \$100 Amazon Gift Card. Second prize is a \$75 Barnes and Noble Gift Card. Third prize is a \$50 Riverview Cinema Gift Voucher.
- *Bully Bustin'* Puppet Show presented by the Puppet People: Thursday, October 11th at 6:30PM. Free tickets are available at the Middlebury Public Library's children's desk. Families are welcome.
- *Wonder* by R. J. Palacio Book Discussion: Tuesday, October 23rd at 4PM followed by the movie *Wonder*. Books are available for check out. Refreshments provided.



Celebrate Middlebury Day

Saturday, October 13th the Library will participate at Celebrate Middlebury Day hosted by Middlebury Parks and Recreation department. Informational materials and Library services will be promoted.

Friends of the Middlebury Public Library Inc. Update

Friends of the Middlebury Public Library Inc.'s Annual Silent Auction and Fund Drive is underway. The silent auction will take place at the Library beginning December 4th through December 17th. They have reached out to local businesses for donations. This is their major fundraiser for the year to support the Library's programs. Last year the Library offered 552 programs at zero cost from the town's general fund. Operational expenses do not cover programming expenses. The Library relies on the generosity of local businesses and the tireless efforts of our Friends Inc. volunteer organization.

October 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Pencil Sketch Club 1:00 PM Bullying Awareness Kick-off 4:00 PM	2 Wiggles & Giggles 10:30 AM 1 to 2 years old Tech Talk: Flash Drive Basics 1:00 PM	3 Toddler Time 10:30 AM 3 years old Brown Bag Book Discussion <i>Reliably Every</i> 1:00 PM Finnegan Series 1:00 PM <i>Into the Deep: Darwin, Hutton, Big & the World</i>	4 Preschool Power 10:30 AM 4+ years old PBS Great American Read 11:00 AM Crossword Cafe 1:00 PM Open Kids Craft 4:00 PM	5 Stories & Yoga Fun 10:30 AM 2-5 years old New Movie Showing 1:00 PM <i>Sprinting Man</i> Open Teen Gaming 1:00-4:00 PM Children's Movie 2:30 PM <i>LEGO: Aquaman</i> <i>Rise of Atlantis</i>	6 Family Movie 11:00 AM <i>Chronicles of Narnia</i>
8 CLOSED 	9 Wiggles & Giggles 10:30 AM 1 to 2 years old Book Club Mystery Book Discussion Seneca 1:30 PM Grade 1-6	10 Toddler Time 10:30 AM 3 years old Garrison Series 1:00 PM <i>In the Footsteps of the Sun</i>	11 Preschool Power 10:30 AM 4+ years old PBS Great American Read 11:00 AM Crossword Cafe 1:00 PM Open Kids Craft 4:00 PM <i>Bully Buster</i> Puppet Show 6:30 PM	12 Stories & Yoga Fun 10:30 AM 2-5 years old New Movie Showing 1:00 PM <i>Overboard</i>	13 Family Movie 11:00 AM <i>Dr. Dolittle 2</i>
15 Pencil Sketch Club 1:00 PM	16 Wiggles & Giggles 10:30 AM 1 to 2 years old Tech Talk: Flash Drive Basics 1:00 PM Read Spider Ever 4:00 PM Ages 6+	17 Toddler Time 10:30 AM 3 years old Thomas Series 1:00 PM <i>Thomas: Power Pack 2</i>	18 Preschool Power 10:30 AM 4+ years old PBS Great American Read 11:00 AM Crossword Cafe 1:00 PM Open Kids Craft 4:00 PM	19 Stories & Yoga Fun 10:30 AM 2-5 years old New Movie Showing 1:00 PM <i>Rampage</i>	20 Family Movie 11:00 AM <i>Frankenweenie</i>
22 Pencil Sketch Club 1:00 PM	23 Wiggles & Giggles 10:30 AM 1 to 2 years old DIY Pumpkin Decor 2:00 PM Ponder Book Discussion 4:00 PM	24 Toddler Time 10:30 AM 3 years old Finnegan Series 1:00 PM <i>Ver England</i>	25 Preschool Power 10:30 AM 4+ years old PBS Great American Read 11:00 AM Crossword Cafe 1:00 PM Open Kids Craft 4:00 PM	26 Stories & Yoga Fun 10:30 AM 2-5 years old New Movie Showing 1:00 PM <i>The Quiet Place</i>	27 Family Movie 11:00 AM <i>Hotel Transylvania</i> Friends Inc. Book Sale 10:00 AM-12:00 PM Lower Level
29 Pencil Sketch Club 1:00 PM	30 Wiggles & Giggles 10:30 AM 1 to 2 years old Middle School Masterminds: Spunkly Spunkly Drinks 4:00 PM	31 Toddler Time 10:30 AM 3 years old Chaucer Series 1:00 PM <i>Proverbial Magic</i> 			

	SEPTEMBER 2018	
Circulation	6441	
Programs	Number of Programs	Number of Attendees
Adult	22	94
Children	13	180
YA (12-18)	1	7
Technology	27	27
Outside Groups	5	21
Program Total	68	329
Study Room Usage	70 Times	112 Participants
Library Cards	3359 Active Cards	18 New Residents
Collection Size	74944	

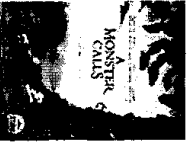
Nonfiction DVD Section



Bully

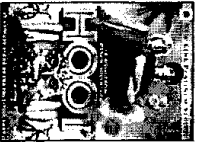
Location—302.34 BUL

DVD Collection



A Monster Calls

Location—DRAMA A Monster Calls



Hoot

Location—FAMILY Hoot

Online Resources

Connecticut's Official State Website

-Bullying Law

www.ct.gov

American Psychological Association

www.apa.org

Centers for Disease & Prevention

www.cdc.gov/violenceprevention

Pacer's National Bullying Prevention Center

www.pacer.org

Stomp Out Bullying

www.stompoutbullying.org

Stop Bullying

www.stopbullying.gov

CT Children's Medical Center

www.connecticutchildrens.org

Connecticut State Library

www.researchitct.org

The Governor's Prevention Partnership

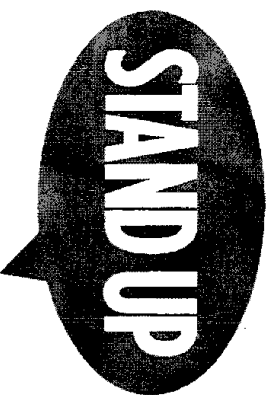
www.preventionworksct.org

United Way 211 CT

www.211ct.org

Middlebury Public Library

**Bullying
Awareness
Resources**



30 Crest Road
Middlebury, CT 06762
203-758-2634
www.middleburypubliclibrary.org

Date:

Dear:

Your actions as set forth below, on [date], are in violation of the Middlebury Public Library Code of Conduct, as follows:

[specify specific violations - if more than one date, include date for each]

In light of the severity of these actions the Library Director has decided to permanently suspend your library privileges, [or list an amount of time, or "indefinitely" or "until further notice"]. You are further prohibited from entry upon the library property with the exception of conducting business with the lower level tenant. You are further prohibited from making contact directly or otherwise, with the library staff.

Should you believe this suspension has been made in error, please be advised that you should express such concerns in writing, with a detailed explanation, addressed to the Library Director, as follows:

Att: Library Director
Middlebury Public Library
30 Crest Road
Middlebury, Ct 06762

Be cautioned that your refusal to abide by this directive will be considered a trespass on Town property and/or harassment, and will be dealt with accordingly.

cc: Library Board of Trustees
Board of Selectmen
Attorney Robert W. Smith
