



## TOWN OF MIDDLEBURY

*Library Board of Trustees*

*Minutes*

*Tuesday, March 12, 2019 – 3:00 P.M.*

*The Meeting Room*

*30 Crest Road, Middlebury CT 06762*

Present: Peter C. Vaccarelli – Vice Chairman    Also Present: Brigitte M. Bessette, Recording Clerk  
William J. Stowell    Jan LeDuc – Asst. Library Director  
Ronald G. Clark, Sr.    Karen Stowell – Friends of the Middlebury  
Patricia C. Fahey    Public Library, Inc.  
Robert C. Desmarais, Sr.

Jo-Ann LoRusso – Library Director    Excused Absent: Rita H. Smith

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

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

**Attendance** – See above.

**Approval of February 19, 2019 Meeting Minutes** – Mr. Stowell MOTIONED to approve the Minutes of the February 19, 2019 Meeting as submitted, SECONDED by Mr. Desmarais, unanimous approval.

### **Trustee Reports**

**Treasurer's Report** – Mr. Stowell submitted the Treasurer's Report to each Trustee Member. There was no activity in the Brick Sales and Room Naming Opportunities accounts during the period February 1, 2019 through February 28, 2019. Total Brick Sales to date = \$52,060.00, Total Expenses to date = \$22,449.45, Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$22,610.55.

Mr. Desmarais 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. February 2019 Statistics, Library Programs and Services and Upcoming Events (see attached) were discussed. The 12<sup>th</sup> Annual Puzzle Contest will be held on March 28, 2019. Pizza will be provided courtesy of Big Y. Stories and Yoga Fun for Children / Care Provider held on Fridays at 10:30 a.m. has proven to be very popular. Attendance for this event has increased and requires a reservation.

*Ion Bank Foundation Grant Application* – This \$3,000 grant for adult programming called Living Balance: Mind, Body, and Soul Educational Series was applied for and will be further discussed should said grant be awarded to the Middlebury Public Library.

*Friends of the Middlebury Public Library, Inc.* – Mrs. LoRusso noted that on Tuesday, March 5, 2019 at 11:00 a.m. Friends of the Middlebury Public Library, Inc. held a meeting. Those who attended were Mrs. LoRusso, Jan LeDuc, Rita Smith and Peter Vaccarelli, Karen Stowell, President and Noreen Corsi, Treasurer of Friends of the Middlebury Public Library, Inc. The goal of this meeting was to determine in what ways the Library can support Friends in its effort to increase membership, volunteerism, promote transparency and to overall “work as a team”. Mrs. LoRusso, Jan LeDuc and Mrs. Fahey also attended the quarterly meeting held March 11, 2019. These meetings proved to be very informative and Mrs. LoRusso wished to share with this board what was discussed. Mrs. LoRusso then referred to the following:

1. Handbook for Connecticut Libraries;
2. Friends of the Middlebury Public Library, Inc. Articles of Association;
3. Memorandum of Understanding;
4. Working Together (Responsibilities of Library Director / Trustee / Friend).

In researching the above resources and after lengthy discussions the following will be initiated to better assist Friends of the Middlebury Public Library, Inc. (Friends):

1. Mrs. Fahey will be the Board of Trustees liaison and will attend all quarterly meetings of Friends (all members thanked her for assuming this role);
2. Mrs. LoRusso, as Library Director, will attend all quarterly meetings of Friends in an official capacity;
3. Karen Stowell as President of Friends will attend monthly Library Board of Trustees meetings;
4. More formal communication through Mrs. Fahey as liaison;
5. Increased outreach to existing members for volunteering and new membership;
6. Increased use of social media to recruit volunteers and new members;
7. Review, discuss, update and vote on the Memorandum of Understanding at April’s meeting (Mrs. Fahey became a member of this board after this was last updated in 2016);
8. The Library Board of Trustees will review, discuss and recommend to Friends any suggested amendments to the Friends of the Middlebury Public Library, Inc. Articles of Association (by-laws) at April’s meeting;
9. Copies of Handbooks will be provided to new members of Friends;

The Annual Meeting of Friends of the Middlebury Public Library, Inc. is scheduled for June 10, 2019 and planning has begun. Notice of this meeting will be posted on the Library web-site. Election of officers will take place at this meeting. Per the Friends Articles of Incorporation the officers include President, Vice President, Treasurer, Secretary and at least three members at large. The Library Director or designee is an ex-officio member. Term lengths, official meetings, Robert's Rules of Order and quorums were discussed. Mrs. LoRusso suggested all Board of Trustees members attend this meeting in show of support and a "united front".

Lastly, discussion took place regarding the lower level storage area, specifically the location of boxes, book sales and Veterans of America donations. There was also a recent safety inspection of the lower level which passed.

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

**Old Business** – Library Policy Manual – This manual was distributed for review at last month's meeting. A brief discussion took place regarding the correction of certain typographical errors and the subpoena process for records wording (as was provided for by the State). This manual will be further discussed at next month's meeting.

**New Business** – None

**Public Comment** – Mrs. Stowell thanked Mrs. Fahey for volunteering to be the Board liaison for Friends. She encouraged anyone present to either renew or become a new member of Friends. She then provided membership applications. She further noted the Book Sales are held at the end of March, April and May (no book sales during summer months) on Saturday mornings from 10:00 to 12:00. An evening of Antiques Appraisals with Wayne Mattox will be held on Thursday, May 16, 2019 from 6-7 pm. Tickets for this fundraiser are limited and are available at the Library front desk (\$3.00 to attend / \$10.00 to attend and have 3 items appraised).

**Adjournment** – Mr. Clark MOTIONED to adjourn the meeting at 3:35 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

March 12, 2019

**Statistics for February 2019**

(Chart)

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

(Calendar of Events)

- Author Talk at 2PM on Tuesday, March 12<sup>th</sup>
- 12<sup>th</sup> Annual Puzzle Contest at 4:30PM on Thursday, March 28<sup>th</sup>
- Stories and Yoga Fun for Children/Care Provider at 10:30AM on Fridays

**Friends of the Middlebury Public Library, Inc.**

(November 9, 2016 Memorandum)

- Memorandum of Understanding: review and update request
- Lower Level Storage Area: review and update request (October 28, 2016 Letter)

**ION Bank Foundation Grant Application**

The Middlebury Public Library applied for a \$3,000 grant for adult programming called Living Balance: Mind, Body, and Soul Educational Series.

---

	FEBRUARY 2019	
Circulation	6067	
Programs	Number of Programs	Number of Attendees
Adult	24	85
Children	17	206
YA (12-18)	2	12
Technology	30	31
Outside Groups	8	168
Program Total	81	502
Study Room Usage	59 Times	104 Participants
Library Cards	3376 Active Cards	32 New Residents
Collection Size	71619	

# March 2019

Monday	Tuesday	Wednesday	Thursday	Friday	
<p>If Region 15 schools are canceled, delayed, or have an early dismissal due to weather, ALL children's programming for the day at the Middlebury Public Library is <b>CANCELLED.</b></p>					
4	5 Wiggles & Giggles 10:30 AM 1 to 2 years old  Teen Tech Week: Perler Bead Pixel Art 4:00 PM Grades 6-12	6 Toddler Time 10:30 AM 3 years old  Brown Bag Book Discussion <i>Little Fires Everywhere</i> 1:00 PM 4:00 PM Grades 6-12	7 Preschool Power 10:30 AM 4+ years old  Teen Tech Week: Open DIY LED Stickies  Irish Dance Through the Ages 6:30 PM	8 Stones & Yoga 10:30 AM 10:30-11:30 AM  Teen Tech Week: Open Gaming 1:00-4:00 PM Grades 6-12  New Movie Showing 1:00 PM <i>First Man</i> 11:30 AM Grades 6-12	1 New Movie Showing 1:00 PM <i>Night School</i>
11	12 Wiggles & Giggles 10:30 AM 1 to 2 years old Author Talk: Connecticut Made 2:00 PM  Wacky Workshop: Shamrock Slime 4:30 PM Grades 4-6 Mystery Book Discussion <i>The Whole Truth</i> 6:00 PM	13 Toddler Time 10:30 AM 3 years old  Connecticut Made 1:00 PM <i>My Little Pony: Friendship is Magic</i>	14 Preschool Power 10:30 AM 4+ years old  Special Documentary <i>A Celtic Treasure</i> 6:30 PM	15 Stones & Yoga 10:30 AM 10:30-11:30 AM  New Movie Showing 1:00 PM <i>Bookshop</i>	16 New Movie Showing 1:00 PM <i>Bookshop</i>
18	19 Wiggles & Giggles 10:30 AM 1 to 2 years old  Teen Tech Week: Open Play 4:00 PM Grades 6-12  Capital Plus Presentation 7:00 PM	20 Toddler Time 10:30 AM 3 years old  Connecticut Made 1:00 PM <i>My Little Pony: Friendship is Magic</i>  Let's Go Plays: Open Play 2:00 PM Ages 3-8	21 Preschool Power 10:30 AM 4+ years old  Lego Workshop 5:30 PM Ages 8-12	22 Stones & Yoga 10:30 AM 10:30-11:30 AM  Constructive Build Storytime 11:30 AM Ages 3-5  New Movie Showing 1:00 PM <i>The Wife</i>	23 Constructive Build Storytime 11:30 AM Ages 3-5  New Movie Showing 1:00 PM <i>The Wife</i>
25	26 Wiggles & Giggles 10:30 AM 1 to 2 years old  Museum: Shrinky Dink Bracelets 4:00 PM Grades 6-8	27 Toddler Time 10:30 AM 3 years old  Connecticut Made 1:00 PM <i>My Little Pony: Friendship is Magic</i>	28 Preschool Power 10:30 AM 4+ years old  12th Annual Puzzle Contest 4:30 PM	29 Stones & Yoga 10:30 AM 10:30-11:30 AM  New Movie Showing 1:00 PM <i>The Old Man and the Gun</i>	30 New Movie Showing 1:00 PM <i>The Old Man and the Gun</i>

To be signed before November 9, 2016 by  
all parties listed.

Middlebury Public Library  
30 Crest Road  
Middlebury, Connecticut 06762

## **Memorandum of Understanding**

**The Friends of the Middlebury Public Library Inc. and the Middlebury Public Library**

The following will constitute an operating agreement between the Friends of the Middlebury Public Library Inc. and the Middlebury Public Library. It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Middlebury Public Library. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of the Library.

**The Library** agrees to inform the Friends of the goals and direction of the Library for future funding.

**The Library** agrees to provide public space for Friends membership brochures and promotional materials.

**The Library** agrees to provide the Friends with the designated space in the lower level of the Library for book storage, sorting, and office needs under the adopted guidelines dated January 13, 2015.

**The Friends** agree to publicly support the Library and its policies.

**The Friends** agree to include the library's liaison at all Friends' meetings.

**The Friends** agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs per the Library Director. Disclosure of assets will be provided when requested by the Library's Board of Trustees.

**The Friends** agree that the Library Director has the final say in accepting or declining any and all gifts made to the library.

**The Friends** agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

**The Friends** agree to provide a current copy of the Friends Bylaws.

**The Friends** agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.

**Please sign and date on page 2.**

**Memorandum of Understanding**  
**The Friends of the Middlebury Public Library Inc. and the Middlebury Public Library**

**Friends of the Middlebury Public Library Inc. Board of Directors**

Karen M. Howell  
Jacques P. Cassi  
Risa J. Clamer  
Ralph Bar  
\_\_\_\_\_  
\_\_\_\_\_

**Middlebury Public Library Board of Trustees**

Walter S. Engelman  
John Clark, Sr.  
John H. Miller  
Robert Demmitt Sr.  
William J. Stowell  
Peter C. Vaccarella, Sr.

**Library Director**

John J. Hubert  
11/7/2016



Middlebury Public Library  
30 Crest Road  
Middlebury, CT 06762

October 28, 2016

Dear Friends of the Middlebury Public Library Inc.,

The following procedures have been adopted by the Library Board of Trustees to secure safety and comfort, while maintaining efficient operation of the Library's Lower Storage Area facility and consideration to all involved.

Adherence to these procedures is mandatory. Any violation will result in loss of the use of the above mentioned facility.

- 1.) All entryways and exits should be kept free of obstructions at all times.
- 2.) All books and other materials should be kept off of the floor at all times.
- 3.) Movement of library equipment or furnishings require prior written authorization from the Library Director.
- 4.) Users of the facility will be responsible for all trash removal after each use.
- 5.) There will be only 1 key for access given to the Friends, and under no circumstances shall this key be duplicated.

Please join us in our attempt to ensure Public Safety.

Middlebury Library Board of Trustees

Adopted on 1/13/15

Please sign and date below:

Karen M Stowell, President

11-03-2016

Ruby Bar Vice President

11-07-2016

Nancy P. Coase 11-07-2016 Treasurer

Judy Clark Secretary  
11-07-2016