



TOWN OF MIDDLEBURY

Library Board of Trustees

Minutes

Tuesday, April 9, 2019 – 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.

Also Present: Brigitte M. Bessette, Recording Clerk

Jo-Ann LoRusso – Library Director

Excused Absent: Peter Vaccarelli
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 March 12, 2019 Meeting Minutes – Mr. Stowell MOTIONED to approve the Minutes of the March 12, 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 March 1, 2019 through March 31, 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 within their packet the attached Director's Report, Statistics for March 2019 and April Library Programs and Services and Upcoming Events. The Study Room usage continues to be very active during afternoon hours. It was used 86 times with 141 participants during March.

April 8th through April 13th is National Library Week. Patrons and visitors are being asked to write on post-it notes what they love about their Library and can be seen throughout the building.

Region 15 School Spring Break is April 15th through April 18th. Various events and activities for all age groups which are community and family oriented are being offered free of charge. Middlebury is working with Region 15 in a collaborated effort to offer additional programming. The Region is attempting to put together a “community event” between Southbury and Middlebury based on “diversity and inclusion”. Mrs. LoRusso, First Selectman Edward B. St. John and Police Chief Dabbo attended a recent meeting. It has been suggested that both Libraries do some type of “community read”. Mrs. LoRusso is in close contact with the Assistant Superintendent and will provide further details as they become available.

Mrs. LoRusso reminded the board that Middlebury already does “community read”. She further noted Middlebury has already decided this summer’s community read will be based on Nassau’s 60th Anniversary (50th for man on the moon). This theme will provide for many programs and events geared towards the celebration of space and Nassau’s Anniversary. The community book chosen will be “Hidden Figures” (influence of women). This and other books will be available in June, discussions in July and ultimately end with a movie.

United States Postal Service Passport on Wheels will take place April 23rd from 12 – 4 p.m. The Watertown Post Office Branch will be on premises. Applications for new passports or the renewal of existing passports will be accepted. Passport photos may be taken. Those interested are encouraged to download and complete applicable forms prior to this event. This service was provided last year and was well received.

Friends of the Middlebury Public Library, Inc. Memorandum of Understanding (attached) – Mrs. LoRusso noted that a new signature page is provided. Mrs. Fahey is a newer member of this board and Friends, Inc. also has new members. (Board Members present proceeded to sign said memorandum).

Lower Level Storage Area – April 9, 2019 is the revised letter (attached). A brief discussion took place regarding the procedures. Motion was made by Mr. Desmarais to adopt the Lower Level Storage Area Procedure with the addition of the following sentence to item 6) “**Exceptions may be granted as needed and require prior written authorization from the Library Director**”, Seconded by Mrs. Fahey, Unanimous approval.

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

Old Business –

Memorandum of Understanding – Discussed under Director’s Report

Friends of the Middlebury Public Library, Inc. – Articles of Association – Tabled.

Library Policy Manual – An updated manual including prior suggestions / changes was distributed for review. Discussions took place regarding various sections. Mrs. Smith requested this manual be further reviewed and discussed at next month’s meeting.

New Business – Mr. Stowell informed the Board that he has been holding a small brick order for approximately three months. It was agreed that he proceed with the order within one week.

Public Comment – None

Adjournment – Mr. Desmarais MOTIONED to adjourn the meeting at 4:07 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

From:

04/09/2019 09:40

#028 P.001/004

To: *Middlebury Library Board of Trustees*

From: *Jo-Ann LoRusso, Director*

RE: Director's Report

April 9, 2019

Statistics for March 2019

(Chart)

Library Programs, Services, and Upcoming Events

(Calendar of Events)

- Celebrate National Library Week: April 8th to 13th
- Region 15 Spring Break Week: April 15th to 18th
Library activities all week long
- United States Postal Service Passport on Wheels: April 23rd from 12pm to 4pm
Apply for a passport or renew and existing passport at the library

Friends of the Middlebury Public Library, Inc.

(Memorandum 2019 Revised Letter)

- Memorandum of Understanding: review and signature request

- Lower Level Storage Area: review and update

(April 9, 2019 Revised Letter)

	MARCH 2019	
Circulation	6353	
Programs	Number of Programs	Number of Attendees
Adult	24	168
Children	17	206
YA (12-18)	2	12
Technology	30	31
Outside Groups	3	39
Program Total	76	456
Study Room Usage	86 Times	141 Participants
Library Cards	3385 Active Cards	12 New Residents
Collection Size	71943	

April 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 10:30 AM - 1:00 PM	2 Wiggles & Giggles 10:30 AM 1 to 2 years old Tech Talks: Lobby App 1:00 PM	3 Toddler Time 10:30 AM 3 years old Brown Bag Book Discussion <i>Anne of Green Gables</i> 1:00 PM	4 Preschool Power 10:30 AM 14 years old	5 New Movie Showing 1:00 PM <i>A Star is Born</i>	6 Family Movie 11:00 AM <i>Lilo & Stitch</i>
8 10:30 AM - 1:00 PM	9 Wiggles & Giggles 10:30 AM 1 to 2 years old Wendy's Book: <i>My First Book of Numbers</i> 1:00 PM Mystery Book Discussion <i>Still Life</i> 6:00 PM Public Budget Vote 6:30 PM Larkin Room	10 Toddler Time 10:30 AM 3 years old	11 Preschool Power 10:30 AM 14 years old	12 New Movie Showing 1:00 PM <i>Instant Family</i>	13 Family Movie 11:00 AM <i>Sky High</i>
15 Spring Craft 10:30 AM Ages 3-6 Children's Movie 11:00 AM <i>Hop</i> 1:00 PM - 1:30 PM Spiral Art 2:00pm Ages 6-11	16 Rigomading Engineers 11:00 AM Ages 5+ Tech Talks: Lobby App 1:00 PM Children's Movie 2:00 PM <i>It's the Easter Bunnies, Character Brown</i> Children's Movie 6:30 PM <i>Wild Hearts Can't Be Broken</i>	17 Children's Movie 11:00 AM <i>LEGO Movie</i> Let's Go Play: Open Play 2:00 PM Ages 3-8	18 Children's Movie 2:00 PM <i>Spider-Man Into the Spider-Verse</i> 1:30 Book Discussion 2:00 PM <i>Apple & Pie</i> Children's Movie 6:30 PM <i>Jurassic Park</i>	19 CLOSED	20 Family Movie 11:00 AM <i>Astro Boy</i>
22 10:30 AM - 1:00 PM	23 Wiggles & Giggles 10:30 AM 1 to 2 years old Passport on Wheels 12:00 PM - 1:00 PM	24 Toddler Time 10:30 AM 3 years old	25 Preschool Power 10:30 AM 14 years old Author Talk: Terri-Lynne DeFino 2:00 PM Legos Workshop 5:30 PM Ages 3-12	26 Constructive Build Storytime 11:30 AM Ages 3-5 New Movie Showing 1:00 PM <i>Bohemian Rhapsody</i>	27 Family Movie 11:00 AM <i>Little Women</i> <i>Friends Inc. Book Sale</i> 10:00am - 12:00pm
29 10:30 AM - 1:00 PM	30 Wiggles & Giggles 10:30 AM 1 to 2 years old Book Discussion: <i>My First Book of Numbers</i> 11:00 AM - 11:30 AM	Celebrate National Library Week, April 8th to 13th, all month long with special guessing challenges and a scavenger hunt!			



To be signed before May 14, 2019
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 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.

Middlebury Public Library
30 Crest Road
Middlebury, CT 06762

April 9, 2019

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. Exceptions may be granted as needed and require prior written authorization from the Library Director.
- 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 is only 1 access key, located at the information desk, to be given to the Friends of Middlebury Public Library, Inc., and under no circumstances shall this key be duplicated or be removed from the premises.
- 6) Lower level access is only available during library hours.

Please join us in our attempt to ensure Public Safety.

Middlebury Library Board of Trustees

Adopted on 1/13/15

Revised on 4/9/19

Please sign and date below:
