



TOWN OF MIDDLEBURY

Library Board of Trustees

Minutes

Tuesday, May 14, 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.
Peter Vaccarelli
Ronald G. Clark, Sr.

Also Present: Brigitte M. Bessette, Recording Clerk

Jo-Ann LoRusso – Library Director

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 April 9, 2019 Meeting Minutes – Mrs. Fahey MOTIONED to approve the Minutes of the April 9, 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 April 1, 2019 through April 30, 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 Mr. Clark, unanimous approval.

Secretary's Report – Mr. Desmarais noted correspondence addressed to Mrs. Lo-Russo from ION Bank dated April 29, 2019 regarding a grant request denial (copy attached).

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

Director's Report – Mrs. LoRusso confirmed that all Board Members received the attached Director's Report, Statistics for April 2019 and May Library Programs and Services and Upcoming Events. A brief discussion took place regarding the Watertown Art League (WAL) Art Show currently underway. The set up and placement locations of various art pieces throughout the library rather than in the Larkin Room proved to be favored by the public and library staff. The signage and advertising provided by WAL read in part Art Show and "Sale". Mrs. LoRusso noted that as in the past, WAL was made aware in writing (attached) that "no selling of artwork is allowed on library premises". Suggestions were made by Trustee members as to how to address this matter for future similar events.

Mrs. LoRusso referenced CGS Sec. 53-21a in response to last month's discussion regarding "child left unsupervised" in a public place. Under the age of twelve (12) years is noted within said statute.

Mrs. LoRusso also provided fully executed copies of the *Friends* Memorandum of Understanding and Lower Level Storage Area Procedure (attached).

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

Old Business – 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 – In a continued effort to show support to the Friends of the Middlebury Public Library, Inc., Mrs. Fahey recently contacted Karen Stowell, President. Upcoming fundraiser events include the monthly book sale which is this Saturday May 18th from 10:00 to 12:00 and the Antiques Appraisals event on May 16th. The Annual Meeting is scheduled for June 10th. New members and volunteers are needed.

Public Comment – None

Library Board of Trustees
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Adjournment – Mr. Clark MOTIONED to adjourn the meeting at 4:20 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



April 29, 2019

Ms. Jo-Ann LoRusso, Library Director
Middlebury Public Library
30 Crest Rd
Middlebury, CT 06762

Dear Ms. LoRusso:

At our meeting earlier this month, the Board of Ion Bank Foundation reviewed the grant request from Middlebury Public Library for your proposed adult educational series. After discussion, the Board voted to deny your grant request. In this round, the Foundation reviewed a record number of requests for funding, which made for a review process that was particularly competitive.

If you have any questions about the Board's decision, please call me at 203-720-4114 (or contact us by email at grants@ionbank.com). We wish you the best of luck in securing the resources necessary to support this program.

Sincerely,

A handwritten signature in cursive script that reads "Kathleen A. McPadden".

Kathleen A. McPadden
Executive Director

Pc: file

To: *Middlebury Library Board of Trustees*

From: *Jo-Ann LoRusso, Director*

RE: Director's Report

May 14, 2019

Statistics for April 2019

(Chart)

Library Programs, Services, and Upcoming Events

(Calendar of Events)

- Prevent Bone Fractures presented by Julie Clark on Wednesday, May 8th at 11AM
- Friends of the Middlebury Public Library, Inc. annual Fundraiser: Antiques Road Show on Thursday, May 16th at 6PM
- Connecticut Made by author Cynthia Parzch on Tuesday, May 21st at 2PM

Please note: The Library will close on Saturdays beginning Memorial Day weekend and resume first Saturday after Labor Day.

General Statues of Connecticut Section 53-21a

(Handout)

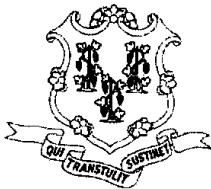
Friends of the Middlebury Public Library, Inc.

- Memorandum of Understanding: Signature Update
 - Lower Level Storage Area: Signature Update
-

	APRIL 2019	
Circulation	5983	
Programs	Number of Programs	Number of Attendees
Adult	21	310
Children	21	253
YA (12-18)	0	0
Technology	33	33
Outside Groups	4	60
Program Total	79	656
Study Room Usage	86 Times	141 Participants
Library Cards	3385 Active Cards	11 New Residents
Collection Size	72276	

GENERAL STATUTES OF CONNECTICUT

Revised to January 1, 2019



(Prepared under the direction of the Legislative Commissioners' Office)


Sec. 53-21a. Leaving child unsupervised in place of public accommodation or motor vehicle. Failure to report disappearance of a child. (a) Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation or a motor vehicle for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class A misdemeanor.

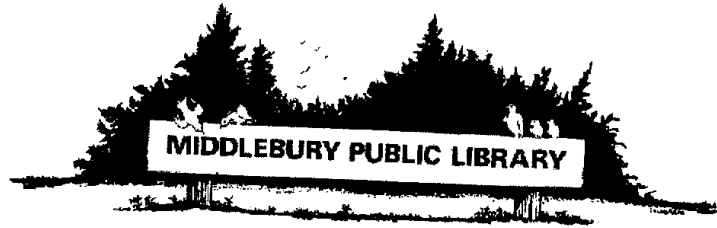
(b) Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation, which holds a permit issued under chapter 545 for the sale of alcoholic liquor for consumption on the premises, for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class D felony.

(c) Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation or a motor vehicle between the hours of eight o'clock p.m. and six o'clock a.m. for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class C felony.

(d) Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly fails to report the disappearance of such child to an appropriate law enforcement agency shall be guilty of a class A misdemeanor. For the purposes of this subsection, "disappearance of such child" means that the parent, guardian or person does not know the location of the child and has not had contact with the child for a twenty-four-hour period.

May 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Toddler Time 10:30 AM 3 years old <i>Brown Bag Book Discussion As Bright as Heaven</i> 1:00 PM	2 Preschool Power 10:30 AM 4+ years old	3 New Movie Showing 1:00 PM <i>Green Book</i>	4 Family Movie 11:00 AM <i>Star Wars: A New Hope</i>
6 Family Fun 1:30 PM	7 Weeper & Giggle 10:30 AM 1 to 2 years old Jock Tails: Countdown 1:00 PM Goose: What Do You Thinking Show 6:30 PM	8 Toddler Time 10:30 AM 3 years old Prevent Bone Pain 11:00 AM	9 Preschool Power 10:30 AM 4+ years old Tea Bag Making 2:00 PM	10 New Movie Showing 1:00 PM <i>Can You Ever Forgive Me?</i> Don't Stop Teaching 2:00 PM Let's Go Play: Open Play 2:00 PM Grades K-5	11 Family Movie 11:00 AM <i>Kubo and the Two Strings</i>
13 Family Fun 1:30 PM	14 Weeper & Giggle 10:30 AM 1 to 2 years old World's Yuckiest Soap: Anatomical Anatomy 1:30 PM Grades K-7	15 Toddler Time 10:30 AM 3 years old	16 Preschool Power 10:30 AM 4+ years old Friends of the Middleburg Public Library, Inc. Annual Fundraiser 6:00 PM	17 New Movie Showing 1:00 PM <i>Born is Black</i>	18 Family Movie 11:00 AM <i>Son of Bigfoot</i> Friends Inc. Book Sale 10:00am - 12:00pm
20 Family Fun 1:30 PM	21 Water Safety Storytime Special 10:30 AM For Families Tooth Talk: Countdown 1:00 PM Author Talk: Connecticut Made 2:00 PM Mystery Book Discussion Floating Studio Band 6:00 PM	22 Toddler Time 10:30 AM 3 years old	23 Preschool Power 10:30 AM 4+ years old LEGO Contest 4:30 PM Ages 8-12	24 New Movie Showing 1:00 PM <i>Creed II</i>	25 CLOSED
27 CLOSED 	28 Weeper & Giggle 10:30 AM 1 to 2 years old Mystical FCS: How to Use Your Power 2:00 PM	29 Toddler Time 10:30 AM 3 years old	30 Preschool Power 10:30 AM 4+ years old	31 New Movie Showing 1:00 PM <i>Welcome to Marwan</i>	



CREST ROAD
MIDDLEBURY, CONNECTICUT 06762
(203) 758-2634

Toni Sills, Chairperson
Watertown Art League, Inc.
P.O. Box 1318
Middlebury, CT 06762

April 26, 2019


Toni,

As the WAL Art Show 2019 approaches, please adhere to Middlebury Public library policies including but not limited to the Middlebury Public Library Exhibit and Display Release and Schedule form. A copy of the form is included. Artwork without an Exhibit Release and Schedule form completed and signed by the artist and WAL Art Show 2019 Chairperson will be removed from the display area. Artwork will be received in the Meeting Room on Saturday, May 4, 2019 during library hours and removed on Saturday, May 18, 2019 from 10:30am to 12:30pm.

As previously discussed:

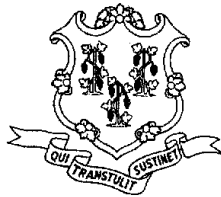
- The Middlebury Public Library is not responsible for damage of theft of exhibit items.
- No food, beverages or cell phone usage is allowed outside of the Meeting Room.
- No selling of artwork is allowed on library premises.
- No prices may be displayed on artwork.

The Middlebury Public Library Code of Conduct Policy applies to all guests of the library. If you have any questions please don't hesitate to contact Janice LeDuc, Assistant Director, or myself.

Sincerely,

Jo Ann LoRusso, MLS
Library Director

GENERAL STATUTES OF CONNECTICUT

Revised to January 1, 2019



(Prepared under the direction of the Legislative Commissioners' Office)

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(b) Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation, which holds a permit issued under chapter 545 for the sale of alcoholic liquor for consumption on the premises, for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class D felony.

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(d) Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly fails to report the disappearance of such child to an appropriate law enforcement agency shall be guilty of a class A misdemeanor. For the purposes of this subsection, "disappearance of such child" means that the parent, guardian or person does not know the location of the child and has not had contact with the child for a twenty-four-hour period.



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.

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 & Date

Karen Stowell, 4/29/2019
Green P. Kosi, 4/29/2019
Ken K, 5/14/2019

Middlebury Public Library Board of Trustees & Date

Patricia Lohy, 4/9/19
Ryan H. Suter, 4/9/19
Robert C. Dennis, 4/9/19
William Stowell, 4/9/19
Ronald G. Clark Sr, 5-14-19

Library Director & Date

John Lelussu, 4/9/19

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. Exceptions may be granted as needed and require prior written authorization from the Library Director.

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:

Karen Stowell 5/13/2019
Noeen Corsi 5/13/2019
A. J. B. 5/14/2019