



# TOWN OF MIDDLEBURY

*Library Board of Trustees*

*Minutes*

*Tuesday, December 10, 2019 – 3:00 P.M.*

*The Meeting Room*

*30 Crest Road, Middlebury CT 06762*

Present: Rita H. Smith - Chairman  
William J. Stowell  
Mary Veillette  
Patricia C. Fahey  
Robert C. Desmarais, Sr.  
Jo-Ann LoRusso – Library Director

Also Present: Brigitte M. Bessette, Recording Clerk  
Excused Absent: Peter Vaccarelli

## **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. Mrs. Smith welcomed Mrs. Veillette as a new member of this board.

**Approval of November 12, 2019 Meeting Minutes** – Mr. Stowell MOTIONED to approve the Minutes of the November 12, 2019 Meeting as submitted, SECONDED by Mrs. Smith, 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 November 1, 2019 through November 30, 2019. Total Brick Sales to date = \$52,260.00, Total Expenses to date = \$29,562.95, Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$22,697.05.

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

*Secretary's Report* – Mr. Desmarais read for the record correspondence dated November 21, 2019 from Jeanine M. Hammitt, Administrator of the Middlebury Convalescent Home addressed to Mr. LoRusso (see attached). Mr. Desmarais further commented that the receipt of this letter demonstrates the dedication and caring of the library staff not only on a personal level but as a group. "The Library is sort of a family which we are all a part of." All agreed and praised Mr. LoRusso and her staff.

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

**Director's Report** – Mrs. LoRusso confirmed that all Board Members received the attached Director's Report, Statistics for November 2019 and the December Calendar of Events.

*Hansel and Gretel Marionettes* which took place on Thursday, December 5<sup>th</sup> and was sponsored by Friends of the Middlebury Public Library, Inc. This is an annual holiday puppet show for all ages. Ninety-two (92) attended. This event was truly enjoyable and the caliber was stellar. The Friends gave everyone who attended a candy cane to start the holiday season.

*Wacky Workshop: Tree Building Challenge* will take place today at 4:30 p.m.

The Library is gearing up for *Rudolph's Story Time Special*. This will take place December 20<sup>th</sup> at 11:00 am. Rudolph will make his special appearance. This event will include Rudolph games, light refreshments and story time. Last year it was so popular tickets sold out. An additional event was scheduled the next day to accommodate everyone. It was truly extraordinary. It is hoped that one event will accommodate everyone this year.

Mrs. Smith commented that the Hansel and Gretel event was a great way to kick off the Holiday Season. All agreed that the timing of this event was ideal.

Town of Middlebury Budget FY 2020-2021 Proposal was submitted on December 1, 2019. The Middlebury Public Library proposes an overall flat budget which Mrs. LoRusso considers conservative. She then submitted copies to each member. There is a slight reduction in Library Equipment and Heating to offset a 2% town wide cost of living increase for non-union employees. A brief discussion ensued regarding certain line items, budget history and the budget time line requirements.

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

**Old Business** – Library Policy Manual

Mrs. Smith confirmed that all present received and reviewed the Library Policy Manual draft dated November 13, 2019. There being no further issues or discussion, Mr. Desmarais MOTIONED to approve the Library Policy Manual draft dated November 13, 2019 to be forwarded to legal counsel for review, SECONDED by Mrs. Fahey, unanimous approval.

Library Stationary – Two draft sketches were discussed. It was suggested that these sketches be taken to a print shop to inquire about these ideas, pricing and various options available. This will be further discussed in January.

**New Business – Election of Officers**

Mrs. Smith noted that according to the Library Board of Trustees By-Laws, election of officers is made every two (2) years (odd number calendar year) in the month of December. Mrs. Smith opened nominations from the floor. Mr. Stowell nominated Mrs. Smith as Chairman, seconded by Mr. Desmarais; Mr. Stowell nominated Peter Vaccarelli as Vice Chairman, seconded by Mrs. Fahey; Mrs. Fahey nominated Mr. Stowell as Treasurer, seconded by Mr. Desmarais; and Mrs. Fahey nominated Mr. Desmarais as Secretary, seconded by Mr. Stowell. Mr. Stowell MOTIONED to close nominations, SECONDED by Mrs. Fahey, unanimous approval. Mr. Desmarais as Secretary cast one vote each for the above nominations, SECONDED by Mrs. Fahey, unanimous approval. Mrs. Smith then confirmed the following elected officers:

Chairman – Rita H. Smith  
Vice Chairman – Peter Vaccarelli  
Treasurer – William J. Stowell  
Secretary – Robert C. Desmarais, Sr.

**Public Comment – None**

**Adjournment** – Mr. Stowell MOTIONED to adjourn the meeting at 3:35 P.M., SECONDED by Mr. Desmarais, 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



*Founded in 1961 by Dr. Seymour I. Zonn*

November 21, 2019

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

Dear Ms. LoRusso:

On behalf of Middlebury Convalescent Home, I want to express our gratitude for your generous donation of artwork to our home. We are so honored to have representations of various artists who created these treasures with the knowledge that they would be used for charitable causes. Our recreation department is in the midst of pairing artwork with residents, and we are excited to offer these gifts (already wrapped!) to them.

A special thank you as well to Ms. LeDuc, who phoned to inform us of your event. I'm sure your fundraiser was a success. We feel privileged to be included in the occasion as recipients of not only lovely paintings, but also of your underlying kindness in thinking of us.

At this season of giving thanks, we wanted you to know how much we appreciate your thoughtfulness toward Middlebury Convalescent Home. Our facility is blessed to be part of such a caring and considerate town.

May you and your staff have a wonderful Thanksgiving holiday.

Most sincerely,

Jeanine M. Hammitt  
Administrator  
Middlebury Convalescent Home, Inc.

cc: Helen Fassett, President  
Carin Peterson, Vice President  
Joseph DeLuca, MD, Medical Director  
Middlebury Convalescent Home, Incorporated

To: *Middlebury Library Board of Trustees*

From: *Jo-Ann LoRusso, Director*

RE: Director's Report

December 10, 2019

**Statistics for November 2019**

(Chart)

**Library Programs, Services, and Events**

(Calendar of Events)

**Hansel and Gretel Marionettes**

Thursday, December 5 at 6:30PM

Sponsored by Friends of the Middlebury Public Library, Inc.

**Wacky Workshop: Tree Building Challenge**

Tuesday, December 10<sup>th</sup> at 4:30PM Grades 4-6

**Rudolph's Story Time Special**

Friday, December 20<sup>th</sup> at 11AM Ages 2-5

**Town of Middlebury Budget FY 2020-2021 Proposal**

Budget Proposal FY20-21 was submitted December 1, 2019 to the finance department. The Middlebury Public Library proposed an overall flat budget which included a slight reduction in library equipment and heating to offset a 2% town wide cost of living increase for nonunion employees.

**Holiday Closing**

Town of Middlebury will be closed Wednesday, December 25, 2019 and Wednesday, January 1, 2020.

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## December 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>2 Open Story Time 10:30 AM All ages</p>	<p>3 Madcaps &amp; Magicks 10:30 AM For 2 years old</p>	<p>4 Preschool Power 10:30 AM 4+ years old</p>	<p>5 Preschool Power 10:30 AM 4+ years old</p>	<p>6 New Movie Showing 1:00 PM <i>Tolkien</i></p>	<p>7 Family Movie 11:00 AM <i>The Santa Clause</i></p>
<p>9 Open Story Time 10:30 AM All ages</p>	<p>10 Magicks &amp; Madcaps 10:30 AM For 2 years old</p>	<p>11 Preschool Power 10:30 AM 4+ years old</p>	<p>12 Preschool Power 10:30 AM 4+ years old</p>	<p>13 New Movie Showing 1:00 PM <i>The Art of Racing in the Rain</i></p>	<p>14 Family Movie 11:00 AM <i>Santa Buddies: The Legend of Santa Paws</i></p>
<p>16 Open Story Time 10:30 AM All ages</p>	<p>17 Magicks &amp; Madcaps 10:30 AM For 2 years old</p>	<p>18 Preschool Power 10:30 AM 4+ years old</p>	<p>19 Preschool Power 10:30 AM 4+ years old</p>	<p>20 New Movie Showing 1:00 PM <i>Fast &amp; Furious: Hobbs &amp; Shaw</i></p>	<p>21 Family Movie 11:00 AM <i>Norm of the North</i></p>
<p>23 Children's Art Workshop Theme: Madcaps December 12, 2:00-3:00 PM</p>	<p>24 Children's Art Workshop Theme: Madcaps December 13, 2:00-3:00 PM</p>	<p>25 Children's Art Workshop Theme: Madcaps December 14, 2:00-3:00 PM</p>	<p>26 Children's Art Workshop Theme: Madcaps December 15, 2:00-3:00 PM</p>	<p>27 Children's Art Workshop Theme: Madcaps December 16, 2:00-3:00 PM</p>	<p>28 Family Movie 11:00 AM <i>Ice Age</i> <i>Princess and the Pea</i> <i>Book of Ruth</i> <i>Children - 12:00pm</i></p>
<p>30 Children's Art Workshop Theme: Madcaps December 17, 2:00-3:00 PM</p>	<p>31 Children's Art Workshop Theme: Madcaps December 18, 2:00-3:00 PM</p>	<p>1 Children's Art Workshop Theme: Madcaps December 19, 2:00-3:00 PM</p>			

	<b>NOVEMBER 2019</b>	
<b>Circulation</b>	<b>5964</b>	
<b>Programs</b>	<b>Number of Programs</b>	<b>Number of Attendees</b>
<b>Adult</b>	<b>21</b>	<b>180</b>
<b>Children</b>	<b>18</b>	<b>173</b>
<b>YA (12-18)</b>	<b>1</b>	<b>3</b>
<b>Technology</b>	<b>22</b>	<b>23</b>
<b>Outside Groups</b>	<b>2</b>	<b>19</b>
<b>Program Total</b>	<b>64</b>	<b>398</b>
<b>Study Room Usage</b>	<b>51 Times</b>	<b>91 Participants</b>
<b>Library Cards</b>	<b>3320 Active Cards</b>	<b>12 New Residents</b>
<b>Collection Size</b>	<b>74424</b>	