



## **TOWN OF MIDDLEBURY**

*Library Board of Trustees*

*Special Meeting Minutes*

*Tuesday, January 14, 2020 – 4:30 P.M.*

*The Meeting Room*

*30 Crest Road, Middlebury, CT 06762*

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

**Also Present:** Rachel Primus, Recording Clerk

Rita Smith called the meeting to order with the Pledge of Allegiance at 4:30 P.M.

### **Approval of December 10, 2019 Meeting Minutes**

**VOTED:** Unanimously on a motion by Bill Stowell and seconded by Robert Desmarais to **APPROVE** the December 10, 2019 meeting minutes as presented.

### **Trustee Reports**

#### **• Treasurer's Report**

Bill Stowell handed out a copy of his report and read it into the record. He reported there was no activity in the Brick Sales and Room Naming Opportunities accounts during the period of December 1 through December 31, 2019.

Total brick sales to date = \$55,260.00

Total expenses to date = \$29,562.95

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$22,697.05

**VOTED:** Unanimously on a motion by Patricia Fahey and seconded by Robert Desmarais to **APPROVE** the treasurer's report.

#### **• Secretary's Report**

Robert Desmarais received a letter from the Middlebury Convalescent Home, which was directed to Jo-Ann. He read it into the record. There was a \$250.00 contribution which was a tribute to the staff and personnel and he felt everyone had earned it. Mr. Desmarais turned it over to the treasurer. He asked the board if they had any suggestions on where to put the contribution. Jo-Ann said that since the donation is a result of a fundraiser the library had, maybe they should put it back into a program like that. She then explained Craft for a Cause which is the libraries next fundraiser. Mr. Stowell said that since the donation was a result of the Blank Canvas program then the funds should be put back into it.

**VOTED:** Unanimously on a motion by Ralph Desmarais and seconded by Patricia Fahey to

**RETURN** the donation to the program account to be used for future programs.

### **Director's Report**

Jo-Ann Lorusso noted she had emailed the report ahead of time to the members, the Director's Report, Statistics for December 2019 and the February Calendar of Events.

Winter Storytime Sessions began this week. The project for the month is Craft for a Cause which consists of fleece scarves and hats donated to a local shelter. This will take place on Tuesday, January 21<sup>st</sup> at 4 PM. Passport to Flavor will take place on Thursday, January 23<sup>rd</sup> at 2 PM where we will have cultural films paired with tasting samplings from local restaurants. This month Cavallos will be providing sampling and there will be a documentary on Italy.

Jo-Ann also discussed the Region 15 America Reads Senior Volunteer program that took place today, in which they recruit seniors for new programs to help with academics.

Jo-Ann told members that in February they will be sending out cards to military service people. Anyone can decorate a card and bring it back to the library to be sent out. There is a display at the front of the library with a card making station.

**VOTED:** Unanimously on a motion by Bill Stowell and seconded by Patricia Fahey to **APPROVE** the Director's Report.

### **Old Business**

- **Library Policy Manual – final approval**

Rita Smith reported that she had met with Attorney Smith and he reviewed the policy manual. There were 2 items he wanted to change. Jo-Ann had a few items as well. The board reviewed all changes to be made.

**VOTED:** Unanimously on a motion by Bill Stowell and seconded by Peter Vaccarelli to **APPROVE** the requested changes for the final approval of the Middlebury Public Library Policy Manual.

- **Library Stationary**

Rita Smith and Jo-Ann Lorusso went to Southbury Printing Center, and asked if they could put the pictures provided on letter head. They said they would work on it and get back to them with a quote. Rita presented the board with the quote they received, along with an old photo they found on line. What they were given was not what they had asked for. She said they are just looking for a design they could use in house, not to have any printing done. Rita asked the board if they had suggestions on any printers to contact.

### **New Business**

- **Change Regular Meeting Schedule Time from 3:00 PM to 4:30 PM**

Rita explained to the board the reason for the necessary time change for the monthly meeting.

**VOTED:** Unanimously on a motion by Robert Desmarais and seconded by Peter Vaccarelli to **CHANGE** the meeting time from 3:00PM to 4:30PM on the second Tuesday of every month, with the exception of July and August 2020, there will be no meeting.

### **Public Comment**

None

### **Adjournment**

**VOTED:** Unanimously on a motion by Bill Stowell and seconded by Peter Vaccarelli to **ADJOURN** to meeting at 5:12 PM.

These minutes are submitted subject to approval.  
Respectfully submitted,

Rachel Primus  
Recording Clerk

Attachments

Cc: Library Board of Trustees  
Library Director  
Town Clerk  
Web Master