



TOWN OF MIDDLEBURY

Library Board of Trustees

Meeting Minutes

Tuesday, September 8, 2020 – 4:30 P.M.

Via Zoom

Present: Rita H. Smith - Chairman
Peter Vaccarelli
Mary Veillette
Patricia Fahey
William Stowell

Also Present: Rachel Primus, Recording Clerk
Jo-Ann LoRusso, Library Director

Absent: Robert Desmarais, Sr.

Rita Smith called the meeting to order with the Pledge of Allegiance at 4:31 P.M.

Approval of June 9, 2020 Meeting Minutes

VOTED: Unanimously on a motion by Peter Vaccarelli and seconded by Patricia Fahey to **APPROVE** the June 9, 2020 meeting minutes.

Trustee Reports

• **Treasurer's Report**

Bill Stowell said the report was emailed prior to the meeting. He read the report into the record. He reported there was no activity in the Brick Sales and Room Naming Opportunities accounts during the period of June 1 through August 31, 2020.

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

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

• **Secretary's Report**

Rita Smith said she will report in Bob's absence. The board received two correspondences. The first letter was from Dawn LaValle, the Director of Division Library Development at the CT State Library. She read it into the record. Rita mentioned that JoAnne had contacted Dawn asking permission to submit her letter to the public newspaper. The second letter was from Sandra Welsh to Rita Smith commending JoAnn and her staff for all they have been doing. Rita read this letter into the record.

Director's Report

JoAnn noted she had emailed her report prior to the meeting and asked if there were any questions. She stated that the statistics for June, July and August were included. She said they are planning on continuing to operate the library as they have been with regards to the Covid-19. They are going to be up against flu season soon and they want to see how Region 15 is handling the school year before making any changes. They are continuing to monitor everyone and their

health. They will continue to stay in Phase 2. She explained that it is challenging when the library is open. She said they will wait to see how Region 15 is doing and what is working for them to see how they can help. She said the books are continuing to be quarantined, and people are utilizing the curbside service. JoAnn said there have been activities offered over the summer. She said that other libraries have been using Middlebury as a role model. They want to let people know that they are still here, but just in a different way. JoAnn included in the packets the Covid-19 correspondences they received between March 16 and September 1st. She reported that people have donated \$1,000 showing their appreciation to the library. JoAnn said that Friends of the Library asked for their minutes to be included in our report.

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

Old Business

- **Library Stationary**

Rita Smith noted two copies of possible options were included in the packets. She said the difference in the two is the font and the format. She said the board will need to make a decision on which they like and vote on it. Pat said she thinks they are very nice, but felt the picture had too many trees. JoAnn said it was a local artist who sketched the picture and had donated her time. Rita said the sketch will stay as it is, but they will just need to decide on a font. Bill Stowell said he is a fan of having all the items and information on the top of the stationary page and he likes the fax and internet information on top as well. Peter agreed with Bill. A discussion ensued regarding the font size and placement of the address. Rita said they will go with the exhibit A font and raise the address, phone and fax number and up to underneath the heading. Everyone was comfortable with having Rita and JoAnn make the changes and have the stationary printed.

VOTED: Unanimously on a motion by Bill Stowell and seconded by Patricia Fahey to **APPROVE** the new stationary using exhibit A with the current sketch and font and moving all the information underneath the sketch.

New Business

None

Public Comment

Rita told the board that JoAnn has added a link to the library website to register for the Zoom monthly meetings. No one joined this month's meeting.

Adjournment

VOTED: Unanimously on a motion by Bill Stowell and seconded by Patricia Fahey to **ADJOURN** to meeting at 5:02 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