



TOWN OF MIDDLEBURY

Library Board of Trustees

Meeting Minutes

Tuesday, October 13, 2020 – 4:30 P.M.

Via Zoom

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

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

Absent: Robert Desmarais, Sr.
Patricia Fahey

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

Approval of September 8, 2020 Meeting Minutes

VOTED: Unanimously on a motion by Bill Stowell and seconded by Peter Vaccarelli to **APPROVE** the September 8, 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 September 1 through September 30, 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 Peter Vaccarelli and seconded by Mary Veillette to **APPROVE** the treasurer's report.

• Secretary's Report

Rita Smith read a letter into the record from the CT State Library dated September 22, 2020 addressed to JoAnn LoRusso appointing her to a two-year term on the State Library's Advisory Council for Library Planning and Development. The letter was signed by Dawn LaValle.

VOTED: Unanimously on a motion by Bill Stowell and seconded by Peter Vaccarelli to **APPROVE** the Secretary's Report.

• Director's Report

JoAnn said she emailed the packets prior to the meeting. She reviewed her report with the board. She said they will continue to stay in Phase 2.

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

Old Business

- **Library Stationary**

Rita Smith said the board should have received a copy of the stationary in their packets. Everyone was very happy with the final product.

New Business

None

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Peter Vaccarelli and seconded by Bill Stowell to **ADJOURN** to meeting at 4:39 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

Memorandum

To: Middlebury Public Library Board of Trustees

From: Bill Stowell, Treasurer

Date: 10/12/2020

Re: Treasurer's Report for the period September 1 Through September 30, 2020

There was no activity in the Brick Sales and Room Naming Opportunities accounts during the period September 1 Through September 30, 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

Respectfully,



Bill Stowell

Treasurer, Middlebury Public Library Board of Trustees

9/2/20

Rita Smith
Chairman, Middlebury Library
Board of Trustees

Dear Ms Smith,

I would like to commend
JoAnn Tolusso and her staff for
their exemplary work during this
pandemic. They not only rose
to the challenge, but went above
and beyond all expectations.

The library is such a vital
and important part of the community
of Middlebury. Just knowing that
this group of professionals was
willing and able to keep library
services available is a

welcome feeling of "normal".
Thanks to you, the Board
of Trustees, the volunteers and the
library staff for your service
to our community.

Sincerely,

Sandi Weal



CT State Library

Division of Library Development

September 22, 2020

Jo-Ann LoRusso
Middlebury Public Library
30 Crest Road
Middlebury, CT 06762

Dear Ms. LoRusso,

I am pleased to inform you that you have been appointed to a two-year term on the State Library's Advisory Council for Library Planning and Development (ACLPD). The State Library Board approved your appointment to the Council at its meeting on September 21, 2020. The term of your appointment is October 1, 2020 through September 30, 2022.

The next meeting of the Council will be on October 21, 2020 at 10:00 a.m. via Zoom. ACLPD meetings are held bi-monthly on the 3rd Wednesday, unless otherwise noted. An agenda and meeting materials will be emailed to you prior to the meeting.

Let me take this opportunity to congratulate you on your appointment to the Council. You begin your term in a time of great challenge and opportunity for the Connecticut library community. I look forward to working with you during the next two years. Please let me know if you have any questions.

Yours very truly,

Dawn La Valle, Director
Division of Library Development

To: *Middlebury Library Board of Trustees*

From: *Jo-Ann LoRusso, Director*

RE: Director's Report

October 13, 2020

Statistics for September 2020

(Chart)

2019-2020 Connecticut Public Libraries Annual Report

Middlebury Public Library submitted 9/4/2020

2020 Connecticut Summer Reading Survey

Middlebury Public Library submitted 9/4/2020

Middlebury Public Library COVID-19 Update

Phase 2 will continue. The goal is to offer additional library services in a safe to all manner in accordance with the State of Connecticut. We will continue to exercise caution as we monitor the current health crisis.

The following services are presently offered:

- Select from Home Pick Up Service- Monday through Friday: 10am to 5pm
- Open to browse the stacks- Monday through Friday: 10am to 1pm
- Wi-Fi internet access extending throughout the library grounds
- Remote Print from Home service

Dept.64 Fiscal Year 2021 Budget Proposal

Submission date for library's budget proposal is December 1, 2020.

	SEPTEMBER 2020	As of March 16th, select from home and overdrive services only due to Covid-19.
Circulation	2235	
Programs	Number of Programs	Number of Attendees
Adult	1	38
Children	2	22
Zoom - Children	10	31
Zoom-Adult	1	1
YA (12-18)	1	3
Technology	0	0
Outside Groups	0	0
Program Total	15	95
Study Room Usage	0	0
Library Cards	2896 Active Cards	8 New Residents
Collection Size	73730	



MIDDLEBURY PUBLIC LIBRARY

30 Crest Road • Middlebury, CT 06762

Tel: 203.758.2634 • Fax: 203.577.4164 • www.middleburypubliclibrary.org
