



TOWN OF MIDDLEBURY

Library Board of Trustees

Meeting Minutes

Tuesday, February 9, 2021 – 4:30 P.M.

Via Zoom

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

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

Absent: Robert Desmarais, Sr.
Peter Vaccarelli

Rita Smith called the meeting to order with the Pledge of Allegiance at 4:33 P.M.

Approval of November 10, 2020 Meeting Minutes

VOTED: Unanimously on a motion by Pat Fahey and seconded by Bill Stowell to **APPROVE** the November 10, 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 \$200.00 deposited in the Brick Sales and Room Naming Opportunities accounts during the period of November 1, 2020 through January 31, 2021 from the sale of 2 small 4x 8 bricks. There was an expenditure of \$56.50 for the cost of the order of the 2 small bricks.

Total brick sales to date = \$52,460.00

Total expenses to date = \$29,619.45

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$22,840.55.

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

Rita said Kohler Engraving sent a letter that starting on January 1, 2021 the price of the bricks will increase \$1.00 each. She explained that they haven't had an increase in a while and she doesn't see this as a problem.

• Secretary's Report

Rita Smith said she had not received any correspondences.

• Director's Report

JoAnn said everyone received a packet. She reviewed the report and read it into the record. She explained they will be reevaluating the collections. JoAnn said that former library board of trustee member Marilyn Engelman passed away in December. She served on the board for 60

years and she will be greatly missed. At the family's request, the library received \$590.00 in donations and one brick. Her estate has gifted \$2,500.00 to purchase children books within the year of acceptance. JoAnn gave the Covid-19 update. As of November 23, 2020 they have suspended browsing stacks until further notice. They will still be utilizing curbside pickup, which has been moved from outside into the lobby. The library continues to offer select from home service, free Wi-Fi access on the grounds, remote print from home service and virtual outdoor programming. She also reported offering activities such as I Spy Window, take home kits, Library Lover Challenge, Valentine Quilling, yearlong reading challenge, Brown Bag book discussion group, and Good Reads virtual book group. Now you can rent snow shoes and receive a trail guide. JoAnn said there has been a lot of interest in this and now other libraries across CT have been offering the same. Rita asked if there was a waiver they were having people sign. JoAnn said there is a waiver which is comparable to what they typically use. She read a copy of it into the record. Rita suggested having Attorney Bob Smith look at it. JoAnn told the board about Flavors of Middlebury cookbook fundraiser. They are selling the books for \$20.00 and the money raised will go towards library programming. JoAnn said the proposed budget was submitted on January 27th to the BOF. Bill said the BOF will be getting the official budget from the Selectman at tomorrow night's meeting. JoAnn explained to the board about buying new shelving and also fixing up the old existing shelves. She said the library is in need of end panels. She received a quote from Bushka Lumber for \$3,484.00 and PSI for \$2,274.00. This cost would include taking down 2 sections in the fiction department cutting down and putting a topper on a section and end caps. A discussion ensued. JoAnn suggested taking the funds to cover the cost from Fund 34 the Carlson Grant donation. JoAnn told the board about the Personal Protective Agreement Grant that towns didn't have to apply for and that the governor said funds will be distributed to towns. However, Middlebury did not receive any funding, even though they were one of the few libraries that stayed open. **VOTED:** Unanimously on a motion by Bill Stowell and seconded by Patricia Fahey to **APPROVE** the Director's Report.

Old Business

None

New Business

None

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Pat Fahey and seconded by Bill Stowell to **ADJOURN** to meeting at 5:25 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