



# TOWN OF MIDDLEBURY

*Library Board of Trustees*

*Meeting Minutes*

*Tuesday, April 9, 2024 - 4:30 P.M.*

**Present:** Rita H. Smith – Chairman  
Diane Giuditta  
John Moriarty  
Peter Vaccarelli  
Meg Vance  
Mary Veillette

**Also Present:** Jo-Ann LoRusso, Library Director  
Tracy Graziano, Recording Clerk

**1. Call to Order**

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

**2. Attendance**

Quorum achieved. Rita Smith commented that Trustee members Meg Vance and Diane Giuditta will be excused from the May meeting and asked that the remaining members please let her know in early May if they will be in attendance.

**3. Approval of March 12, 2024 Meeting Minutes**

John Moriarty made a MOTION to APPROVE the March 12, 2024 meeting minutes. Diane Giuditta SECONDED. DISCUSSION: Director LoRusso requested a correction to the year on the Director's Report (Appendix 5.a.) The year reads, "2023". It should read, "2024". The MOTION was unanimously APPROVED.

**4. Trustee Reports**

• **Treasurer's Report**

Treasurer Mary Veillette submitted her report stating that March saw one debit transaction for \$63.50 in the Brick Sales account (see Appendix 4.a.).

Diane Giuditta made a MOTION to APPROVE the Treasurer's Report. Meg Vance SECONDED and the MOTION was unanimously APPROVED.

• **Secretary's Report**

Secretary Diane Giuditta shared one correspondence (see Appendix 4.b.) Allison Hildebrand, Westover School, sent an email to Director Jo-Ann LoRusso thanking her and her staff for the opportunity to exhibit Westover School students' artwork at the library.

Meg Vance made a MOTION to APPROVE the Secretary's Report. Mary Veillette SECONDED and the MOTION was unanimously APPROVED.

## **5. Director's Report**

Director Lorusso distributed copies of the Director's Report (see Appendix 5.a.) containing March's statistics, including physical and digital collections and circulations, a calendar of April events, a graph detailing the individual Study Room usage from July 2023 through March 2024, and a flyer she created listing the museums available for the 2024 season and their contact info so patrons can easily access this information in one place.

Director LoRusso shared that the library participated in the Star Library's "Free Eclipse Glasses" program and distributed all of the glasses they received. The library conducted a Live Stream event on Monday, April 8<sup>th</sup>. She stated that the event was well received and that approximately 30 patrons viewed the eclipse from the library lawn as well as the patrons that watched the live stream from the safety of the Larkin Room. In addition to the live stream event, the library hosted an Eclipse Scavenger Hunt on Saturday, April 6<sup>th</sup> for children ages 2 to 10. For the day of the eclipse, the library created displays, offered activity stations and distributed eclipse pencils, sticker sheets, and bookmarks to the children. She added that the preparation for this rare occasion started six months ago, with the library enhancing their catalog's astronomy selections so they could provide robust displays in the Children's and Teen areas (see Appendix 5.b.).

Mary Veillette made a MOTION to APPROVE the Director's Report. Diane Giuditta SECONDED and the MOTION was unanimously APPROVED.

## **6. Old Business**

Study Room Policies –

The Board of Trustees agreed that the Study Room Policy (see Appendix 6.a.) that was adopted by the Library Board of Trustees on April 11, 2023 and reviewed by the Town Attorney on June 22, 2023 will remain in place. They based their decision on the safety of both the student and the tutor, and on the scope of the library employees' duties and responsibilities.

Peter Vaccarelli made a MOTION to retain the Middlebury Public Library Study Room Policy that was adopted by the Library Board of Trustees on April 11, 2023 and reviewed and accepted by the Town Attorney on June 22, 2023 as is. John Moriarty SECONDED and the MOTION was unanimously APPROVED.

## **7. New Business**

None

## **8. Public Comment**

None

## **9. Adjournment**

Peter Vaccarelli made a MOTION to adjourn. John Moriarty SECONDED and the MOTION was unanimously APPROVED. Meeting was adjourned at 4:48pm.

Respectfully submitted subject to approval,  
Tracy Graziano Recording Clerk

Attachments

Cc: Library Board of  
Trustees Library  
Director  
Town Clerk

## TREASURER'S REPORT

TO: Middlebury Public Library Board of Trustees

FROM: Mary C. Veillette, Treasurer

DATE: April 8, 2024

RE: Report for the period March 1, 2024 through  
March 31, 2024

There was one payment of \$63.50 in the Brick Sales account during the period March 1, 2024 through March 31, 2024.

Total Brick Sales to date: \$55,435.00

Total Expenses to date: \$30,299.95

Balance in Fund 61 – Brick Sales and Room Naming Opportunities  
account: \$25,135.05

Respectfully,

Mary C. Veillette, Treasurer

## Appendix 4.b.

**From:** Allison Hildebrand <ahildebrand@westoverschool.org>  
**Sent:** Wednesday, March 27, 2024 3:07 PM  
**To:** JoAnn Lorusso <jlorusso@middlebury-ct.org>; Melissa Lefebvre <MLefebvre@middlebury-ct.org>  
**Subject:** Thank You!

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Email [support@computercompany.net](mailto:support@computercompany.net) if you doubt the validity of this email.

Dear JoAnn and Melissa,

I wanted to write now that we're back from spring break, to thank you for the opportunity to have exhibited at the library. On behalf of the department, we are grateful to provide our students with an opportunity to exhibit outside the school. The event was so much fun and we look forward to future collaborations.

Gratefully,

Ali

--

**Allison Hildebrand**

She/Her/Hers (what are these?)

Co-Head of the Art Department | Instructor in Art History | Program Director of the Resilience Project  
Westover School | Schedule a conference with Ali

1237 Whittemore Road

Middlebury, CT 06762

(203) 577-4604

### **Communication Expectations**

*I am available for email communication M-F from 9am - 3pm. I will respond to your email within one school day of these business hours. Messages sent outside of these hours or on weekends will be answered the following business day. Thanks for your understanding and patience.*

To: Middlebury Public Library Board of Trustees

From: Jo-Ann LoRusso, Library Director

RE: Director's Report

April 9, 2024

**Statistics for March 2024**

(chart)

**Calendar of April Events**

(calendar)

**Individual Study Room Usage**

(graph)

**Museum Passes**

(brochure)

**The Star Library Network: free solar eclipse glasses**

The Middlebury Public Library received 300 solar eclipse glasses to share with the community free of charge from The Star Library Network beginning April 1, 2024 while supplies lasted.

Surrounding town libraries received much larger quantities. Southbury Public Library received 500 free glasses and gave away all in March. Woodbury Public Library required reservations for up to 6 pairs of glasses for pick up in April. Prospect Public Library restricted two pairs of solar eclipse glasses to residents only with an active library card. Town population size determined the quantities sent.

A total solar eclipse on April 8, 2024 is when the moon passes between the sun and Earth, completely blocking the face of the sun.

After the total solar eclipse on April 8, the next total solar eclipse that can be seen from the contiguous United States will be on August 23, 2044.

## March 2024

### Collection Size

Physical 64,836

Digital 4,534

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**Total** 69,370

### Circulation

Physical 3,185

Digital 529

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**Total** 3,714

Active Cards 2,761

New Residents 17

	Number of Programs	Number of Attendees
Adult Programs	12	10
YA/Teen Programs	1	0
Children's Programs	18	159
Family Programs	6	18
<b>Total</b>	<b>37</b>	<b>187</b>

## MPL Book Discussion



**Wednesday, April 3rd**  
**1:00pm**

Join us for a discussion of  
"Pineapple Street" by Jenny Jackson.

New members welcome!

## Secure Your Future

Estate Planning  
Informational Session



**Tuesday, April 30th**  
**5:30pm**

Essential estate planning for everyone Presentation  
by Attorney Maggie Smith at Carmody Law.

## Great Courses Lectures

Photography: Mondays in April at 12:00pm

**April 1st:** "Camera Equipment—What You Need"  
and "Lenses and Focal Length"

**April 15th:** "Light I—Found or Ambient Light" and  
"Light II—Color and Intensity"

**April 22nd:** "Let's Go to Work—Wildlife" and "Let's  
Go to Work—People and Relationships"

**April 29th:** "Let's Go to Work—Special Occasions"  
and "Let's Go to Work—Family Occasions"

Gardening: Thursdays in April at 12:00pm

**April 4th:** "Site Analysis: Choosing the Right Spot"  
and "Soil Analysis: What makes Soil Great?"

**April 11th:** "Plant Selection: Natives vs Non-  
Natives" and "Plant Selection: Function and Form"

**April 18th:** "Soil Preparation and Protection" and  
"The Truth about Mulch"

**April 25th:** "What to Do about Weeds" and "What to  
Do about Insects"

## BOOK EXPLORERS CLUB

Registration required each month.



**Tuesday, April 2nd at 6:00pm**  
**Grades 1-3**

We will discuss "My Weird School  
Special: The Leprechaun is Finally  
Gone!" by Dan Gutman.

## Family and Friends Games Galore!



**Mondays in April**  
**10:30 - 3:00pm (Drop-In)**

Join us for fun drop-in activities for all ages.  
Adult supervision required for ages 12 and  
under.



## April Vacation at the Library

**All Week:** Drop-In Children's Craft Table. Ages 2-10.

**Monday, April 15th**

10:30am - 3:00pm: Games Galore! (Families Welcome)

**Tuesday, April 16th**

10:30am: Family Movie (*Migration*)

5:30pm: Library Explorers: Recycled Art (Ages 9-11)

**Wednesday, April 17th**

10:30am: Drop-In Spring Story Time (Families welcome)

1:00pm: Family Movie (*Wish*)

**Thursday, April 18th**

10:30am: Family Movie (*Wonka*)

**Friday, April 19th**

10:30am - 3:00pm: Retro Game Day (Families Welcome)

3:00pm: Teen Crafting Hour (Ages 12-17)

**Saturday, April 20th**

10:30am: Family Movie (*Jungle Book*)

## Middlebury Public Library

30 Crest Road  
Middlebury, CT 06762  
203-758-2634

April 2024

## Calendar of Events



### Hours:

Monday, Wednesday, Thursday & Friday  
10:00 AM - 5:00 PM

Tuesday  
10:00 AM - 8:00 PM

Saturday  
10:00 AM - 2:00 PM

[www.middleburypubliclibrary.org](http://www.middleburypubliclibrary.org)

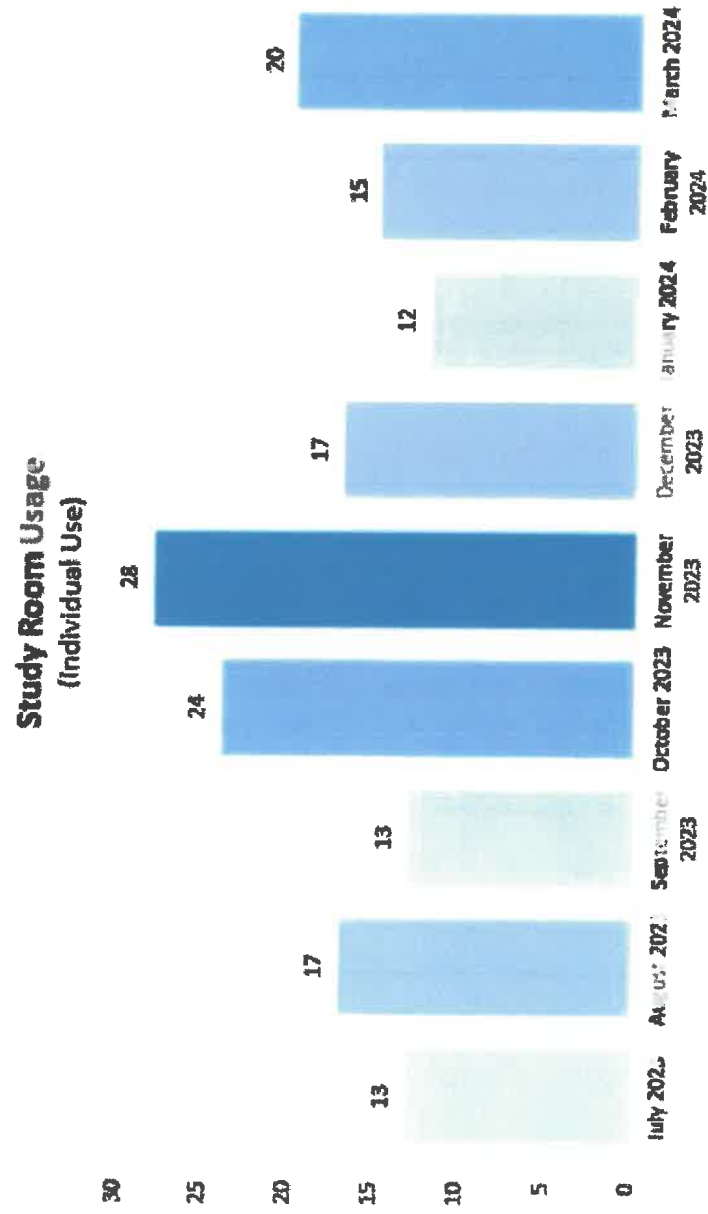
Check our website for events and  
upcoming programs.

April 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div>1</div> <div>Family &amp; Friends Games Galore!</div> <div>10:30am - 3:00pm (Drop-In)</div> <div>Great Courses Lecture: Photography</div> <div>12:00pm - 1:00pm (Drop-In)</div>	<div>2</div> <div>Kindergarten Krafternoon 4:30pm (Ages 4-6)</div> <div>Book Explorers 6:00pm (Grades 1-3)</div> <div>My Weird School Special: The Leprechaun is Finally Gone!</div>	<div>3</div> <div>Terrific Tots 10:30am (Ages 2-3)</div> <div>MPL Book Discussion 1:00pm</div> <div>Pineapple Street</div> <div>Terrific Tots 2:00pm (Ages 2-3)</div>	<div>4</div> <div>Great Courses Lecture Gardening</div> <div>12:00pm - 1:00pm (Drop-In)</div>	<div>5</div> <div>Tech Workshop Series: Library Catalog 11:00am (Drop-in)</div> <div>Teen Gaming Hour: Xbox 3:00pm (Ages 12-17)</div>	<div>6</div> <div>Eclipse Scavenger Hunt 10:30am - 1:00pm</div> <div>Drop-In (Ages 2-10)</div>
<div>8</div> <div>Family &amp; Friends Games Galore!</div> <div>10:30am - 3:00pm (Drop-In)</div> <div>Eclipse Livestream 1:00 - 4:00pm (All Ages)</div>	<div>9</div> <div>Kindergarten Krafternoon 4:30pm (Ages 4-6)</div> <div>Teen Advisory Group 5:30pm (Ages 12-17)</div>	<div>10</div> <div>Terrific Tots 10:30am (Ages 2-3)</div> <div>Wednesday Film 1:00pm (Next Goal Wins)</div> <div>Terrific Tots 2:00pm (Ages 2-3)</div>	<div>11</div> <div>Great Courses Lecture Gardening</div> <div>12:00pm - 1:00pm (Drop-In)</div>	<div>12</div> <div>Tech Workshop Series: Navigating the Libby App 11:00am (Drop-in)</div> <div>Teen Gaming Hour: Xbox 3:00pm (Ages 12-17)</div>	<div>13</div> <div>Drop-In Baby Story Time 10:30am (6-23 Months)</div>
Drop-In Children's Craft Table: Monday, April 15th to Saturday, April 20th. Ages 2-10.					
<div>15</div> <div>Family &amp; Friends Games Galore!</div> <div>10:30am - 3:00pm (Drop-In)</div> <div>Great Courses Lecture: Photography</div> <div>12:00pm - 1:00pm (Drop-In)</div>	<div>16</div> <div>Family Movie 10:30am (Migration)</div> <div>Library Explorers Recycled Art 5:30pm (Ages 9-11)</div>	<div>17</div> <div>Spring Story Time 10:30am</div> <div>Families welcome (Drop-In)</div> <div>Wednesday Film 1:00pm (Wish)</div>	<div>18</div> <div>Family Movie 10:30am (Wonka)</div> <div>Great Courses Lecture Gardening</div> <div>12:00pm - 1:00pm (Drop-In)</div>	<div>19</div> <div>Retro Game Day 10:30am - 3:00pm</div> <div>Tech Workshop Series: Library Catalog 11:00am (Drop-in)</div> <div>Teen Craft Hour 3:00pm (Ages 12-17)</div>	<div>20</div> <div>Family Movie 10:30am (Jungle Book)</div>
<div>22</div> <div>Family &amp; Friends Games Galore!</div> <div>10:30am - 3:00pm (Drop-In)</div> <div>Great Courses Lecture: Photography</div> <div>12:00pm - 1:00pm (Drop-In)</div>	<div>23</div> <div>Kindergarten Krafternoon 4:30pm (Ages 4-6)</div>	<div>24</div> <div>Terrific Tots 10:30am (Ages 2-3)</div> <div>Wednesday Film 1:00pm (Anyone But You)</div> <div>Terrific Tots 2:00pm (Ages 2-3)</div>	<div>25</div> <div>Great Courses Lecture Gardening</div> <div>12:00pm - 1:00pm (Drop-In)</div>	<div>26</div> <div>Tech Workshop Series: Navigating the Libby App 11:00am (Drop-in)</div> <div>Teen Gaming Hour: Xbox 3:00pm (Ages 12-17)</div>	<div>27</div>
<div>29</div> <div>Family &amp; Friends Games Galore!</div> <div>10:30am - 3:00pm (Drop-In)</div> <div>Great Courses Lecture: Photography</div> <div>12:00pm - 1:00pm (Drop-In)</div>	<div>30</div> <div>Estate Planning Informational Session with Carmody Law 5:30pm</div>	<div>it's april</div> <div></div>			
<div>Story Time Registration</div> <div>Registration is required for Kindergarten Krafternoon and Terrific Tots. Please call the library to check availability.</div> <div>Registration for the next session begins May 1st, and the session will run until June 5th. Call the library on or after May 1st to register.</div>					

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**HOW MIDDLEBURY PUBLIC LIBRARY  
MUSEUM PASSES WORK:**

1. Connecticut residents who have a valid library card may borrow the museum passes.
2. Museum passes may not be reserved in advance.
3. Overdue fines will be charged to the patron in whose name the pass is checked out to. Fines are calculated on a daily basis.
4. A replacement fee will be charged to the patron in whose name the pass is checked out to for each pass that is lost.
5. Patrons should call the museum directly for information on hours of operation, parking, and/or directions.
6. Each museum reserves the right to determine the rules and regulations governing the use of the courtesy passes.

**Overdue fines for museum passes:  
\$2.00/day Max \$50.00**

**MIDDLEBURY PUBLIC LIBRARY  
MUSEUM PASSES ARE MADE  
POSSIBLE THROUGH DONATIONS  
FROM OUR GENEROUS PATRONS.**

Visit [www.middleburypubliclibrary.org/about/fundraising/](http://www.middleburypubliclibrary.org/about/fundraising/) to discover ways of donating to the library.



Middlebury Public  
Library

## MUSEUM PASSES



YALE  
PEABODY  
MUSEUM



30 Crest Road  
Middlebury, CT 06762  
203-758-2634

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**CONNECTICUT SCIENCE CENTER**

Hartford, CT

860-724-3623

[ctsciencecenter.org](http://ctsciencecenter.org)

Coupon for 20% off general admission for up to four people. One coupon per party.



**CONNECTICUT'S OLD STATE HOUSE**

Hartford, CT

860-522-6766

[wp.cga.ct.gov/osh/](http://wp.cga.ct.gov/osh/)

Free admission for up to four people.



**EARTHPLACE**

Westport, CT

203-557-4400

[earthplace.org](http://earthplace.org)

Free admission for up to four people.



**FLORENCE GRISWOLD MUSEUM**

Old Lyme, CT

860-434-5542

[florencegriswoldmuseum.org](http://florencegriswoldmuseum.org)

Free admission for two adults and two children under the age of twelve.



**MARK TWAIN HOUSE**

Hartford, CT

860-247-0998

[marktwainhouse.org](http://marktwainhouse.org)

Complimentary admission with the purchase of admission. Check website for details. To book your tickets, call the ticket desk at 860-247-0998.



**MATTATUCK MUSEUM**

Waterbury, CT

203-753-0381

[mattmuseum.org](http://mattmuseum.org)

Free admission for two adults and their children.



**STATE PARK PASSES (GILLETTE CASTLE, FORT TRUMBULL, DINOSAUR STATE PARK)**

Waives entrance fees to buildings and museums. Valid for 2 adults and 4 children ages 6 to 12 years old at Dinosaur Park, Fort Trumbull, and Gillette Castle.



**USS CONSTITUTION MUSEUM**

Boston, MA

617-426-1812

[ussconstitutionmuseum.org](http://ussconstitutionmuseum.org)

Free admission for parties of nine and under. One pass per party.



**WADSWORTH ATHENEUM MUSEUM OF ART**

Hartford, CT

860-278-2670

[thewadsworth.org](http://thewadsworth.org)

Free general museum admission for two adults. Free for ages seventeen and younger. Buy one get one free film admission.



**YALE PEABODY MUSEUM**

New Haven, CT

203-432-8987

[peabody.yale.edu](http://peabody.yale.edu)

The Peabody is free and open to all! No museum pass required. Reservations are encouraged, and can be placed on the museum's website.

YALE  
PEABODY  
MUSEUM

*Shalin*

**SLATER MEMORIAL MUSEUM**

Norwich, CT

860-425-5563

[slatermuseum.org](http://slatermuseum.org)

Free admission for one family.

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# Middlebury Public Library

# SOLAR ECLIPSE



## Eclipse Scavenger Hunt

Saturday, April 6th

10:30am to 1:00pm (Drop-In)

Ages 2-10

Find the hidden eclipses around the Children's Area for a prize.

## Eclipse Livestream

Monday, April 8th

1:00pm to 4:00pm (Drop-In)

All Ages

Watch NASA's livestream of the eclipse in the MPL Larkin Room.

## ECLIPSE TIME AND DATE

Monday, April 8th, 2024



Eclipse glasses (courtesy of the Star Library Network) will be available while supplies last.

## **Middlebury Public Library**

### **Study Room Policy**

The Middlebury Public Library provides five study rooms to serve the needs of the library and the Middlebury community. Use of the study rooms is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the library. The Library Director, as the executor of the policy for the Board of Trustees, has discretion in determining what use is in the best interest of the library and is authorized to act accordingly, including limiting the use of the study rooms by patrons whose activities interfere with library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

#### **Priority for Use**

Study rooms are available in two-hour intervals on a first-come, first-served basis at no charge. Extra time allotted for study room sessions will be accommodated if there are no requests for use of the room within the next half hour. Patrons who have been allotted additional time in study rooms beyond the two-hour limit will be asked to vacate if all study rooms are filled and a new patron wishes to utilize a room.

#### **Limits of Use**

Study rooms must be signed out with either a valid Connecticut library card registered in the Middlebury Public Library's system or a valid driver's license.

The patron who signs for the room is expected to remain in the room at all times. Should they need to leave the room for any reason, it is expected they return in no more than 10 minutes. Each study room has a capacity for one patron.

There is no guarantee of a silent atmosphere inside each study room due to their proximity to one another; however, a patron of each study room is asked to be respectful of other patrons in adjacent study rooms and of the Middlebury Public Library's Code of Conduct Policy regarding noise.

The two study rooms in the Children's area of the library are for the exclusive use of patrons 12 to 18 years of age.

Parents or guardians, not the library or its staff, are responsible for the Internet information selected or accessed by their children on their own devices while using the study room.

The study rooms are not available for the purpose of operating a business including tutoring for profit, selling merchandise or services, soliciting for later sales, or for social events, or artistic creativity. Study rooms are available free of charge for educational use only.

#### **Room Occupancy**

Study rooms must be vacated fifteen minutes prior to library closing, or at the end of the scheduled session, whichever comes first.

No food or drink permitted in the study room with the exception of a water bottle.

No cell phone use permitted in the study room.

Personal headphones must be used for online courses/audio learning.

The Middlebury Public Library's Code of Conduct Policy applies to use of study rooms.

#### **Procedure**

Upon arrival, patrons requesting the use of a study room are required to complete the Study Room form and hand to a staff member at the Information Desk. Availability will be reviewed at this time and proper identification will need to be provided to the library staff. Study rooms must be signed out with either a valid Connecticut library card registered in the Middlebury Public Library's system or a valid driver's license.

Study room patrons are asked to notify library staff when the session is finished. The room will then be inspected for condition.

Patrons may not rearrange library furniture. Signs and decorations may not be taped or stapled to walls or doors. Use of glue, crayons, paint, markers, tape, glitter, wax, candles (lit or unlit), and other craft supplies is prohibited. Study rooms are to be left as they are found. Waste must be placed in appropriate garbage and/or recycling receptacles.

#### **Equipment**

The library does not provide equipment and/or storage.

#### **Failure to Comply**

Failure to comply with library policies, rules, and regulations (including this policy) will be grounds for suspension of study room privileges for up to six months.

#### **Damages and Liability**

The library is not responsible for possessions left in a study room or moved by staff to another location. Once a room has been vacated for more than 10 minutes, the library reserves the right to remove the patron's belongings without assuming responsibility or liability thereof and to reassign the study room to an available status.

Any patron using the study room shall be held responsible for willful or accidental damage to the library building, grounds, collections, or furniture caused by the patron.

Patrons will be held accountable for violations of this policy or the Middlebury Public Library's Code of Conduct Policy.

REVIEWED AND ADOPTED:

This policy is subject to continuous review.

Adopted by the **Library Board of Trustees** on April 11, 2023

Reviewed by Town Atty. on June 22, 2023