



## TOWN OF MIDDLEBURY

*Library Board of Trustees*

*Meeting Minutes*

*Tuesday, November 14, 2023 – 4:30 P.M.*

**Present:** Rita H. Smith - Chairman

Meg Vance

Mary Veillette

Peter Vaccarelli

John Moriarty

Diane Giuditta

**Also Present:** Jo-Ann LoRusso, Library Director

Rachel Primus, Recording Clerk

**Absent:**

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

### **Approval of October 10, 2023 Meeting Minutes**

**VOTED:** Unanimously on a motion by Meg Vance and seconded by Diane Giuditta to **APPROVE** the October 10, 2023 meeting minutes.

### **Trustee Reports**

- **Treasurer's Report**

Mary Veillette read the report into the record. There was one brick purchase for \$175 in the Brick Sales and room naming opportunities account during October 1, 2023 through October 31, 2023.

Total brick sales to date = \$55,435.00

Total expenses to date = \$30,235.45

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$25,199.55.

**VOTED:** Unanimously on a motion by John Moriarty and seconded by Diane Giuditta to **APPROVE** the Treasurer's Report.

- **Secretary's Report**

Diane Giuditta received a letter from CT State Library regarding the Fiber to Library Grant Program in regards to being approved for the Fiber to Library Grant Application in the amount of \$49,668.30. She read the letter into the record.

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

- **Director's Report**

JoAnn Lorusso said she emailed everyone a copy of her report. There were no questions on the

statistics. She reviewed the calendar. JoAnn Lorusso said the Library Legacy Campaign for the holidays was implemented for brick sales. The Board liked the forms and felt they were eye catching. JoAnn Lorusso reminded the Board that on November 28<sup>th</sup> they will be having their holiday sale. They are still looking for volunteers. She noted that local business sponsorships will be available for donations for programing as part of the holiday sale. JoAnn felt they received enough donations for the sale, but they are unsure of how many children will attend. JoAnn Lorusso said the proposed budget is due soon. She is still gathering figures from public works. She is unsure of the heating cost. She is using the figures from FY 2023, but will come back to the Commission with the numbers once she receives them. JoAnn Lorusso reported they currently have a tenant downstairs.

**VOTED:** Unanimously on a motion by Diane Giuditta and seconded by John Moriarty to **APPROVE** the Director's Report.

Rita Smith said the by-laws require the Board to approve the proposed budget. They discussed this last year in regards to approving the budget in December instead of November. They are unable to change the date to December because the department heads have to submit the proposed budget to the CFO by December 1<sup>st</sup>.

**VOTED:** Unanimously on a motion by Diane Giuditta and seconded by Meg Vance to **ACCEPT** the review of the proposed budget for FY 2024/2025.

#### **Old Business**

None

#### **New Business**

None

#### **Public Comment**

None

#### **Adjournment**

**VOTED:** Unanimously on a motion by Peter Vaccarelli and seconded by John Moriarty to **ADJOURN** to meeting at 4:42 PM.

These minutes are submitted subject to approval.

Respectfully submitted,

Rachel Primus

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: November 14, 2023**

**RE: Report for the period October 1, 2023 through  
October 31, 2023.**

**There was one brick purchase for \$175 in the Brick Sales and Room Naming Opportunities accounts during the period October 1, 2023 through October 31, 2023.**

**Total Brick Sales to date: \$55,435.00**

**Total Expenses to date: \$30,235.45**

**Balance in Fund 61 – Brick Sales and Room Naming Opportunities  
account: \$25,199.55**

**Respectfully,**

**Mary C. Veillette, Treasurer**



# CT State Library

## *Division of Library Development*

October 31, 2023

Middlebury Public Library  
30 Crest Rd..  
Middlebury, CT 06762

RE: Fiber to the Library Grant Program, Internal Connections, Step 2, Cycle 1, FY 2023

Dear Jo-Ann LoRusso:

I am pleased to inform you that the Connecticut State Library Board voted approval of your Fiber to the Library Grant Application for the Middlebury Public Library in the amount of \$49,668.30.

To receive the grant, the library must now enter into a contract with the State Library.

Please find the following documents enclosed:

1. Grant Contract
2. Instructions for Returning the Grant Contract

The Grant Contract must be signed by the Authorized Official and returned no later than November 17, 2023. After it is signed by the State Librarian, a copy of the fully executed contract will be returned to you.

Grant work and expenditures may begin only after the library has received its copy of the fully executed contract. Grant award payments will be processed within 30 days after the contract has been fully executed.

Grant work and expenditures must be completed by April 30, 2025. The Project Evaluation/Expenditure Report should be submitted immediately upon completion of the grant and before the due date of May 30, 2025.

If you have questions or need assistance, please contact [christine.gauvreau@ct.gov](mailto:christine.gauvreau@ct.gov) or via her cell phone at 860-478-5300.

Congratulations on your award.

Sincerely,

Dawn La Valle  
Director, Division of Library Development  
860-757-6507  
[dawn.lavalle@ct.gov](mailto:dawn.lavalle@ct.gov)

To: Middlebury Public Library Board of Trustees

From: Jo-Ann LoRusso, Library Director

RE: Director's Report

November 14, 2023

2 Pages

**Statistics for October 2023**

(Chart)

**Calendar of November Events**

(Calendar)

### **2024 Budget Proposal (in progress)**

A conservative budget proposal is expected for Fiscal Year 2024 as we continue to gather figures from the departments of finance and public works, along with library vendors.

#### **2024 Budget Proposal (in progress)**

Salaries	235,000	2% increase
Part time Salaries	72,266	2% increase
Power and Control	40,299	TBD
Travel/Official Expense	3,000	
Dues and Publications	3,000	
Office Supplies	5,750	
Heating Oil	13,000	TBD
Library Equipment	11,000	
Books	54,500	
Audio	6,200	



# October 2023

Collection Size	70,873
Monthly Circulation	2,934
Active Cards	2,663
New Residents	20

	Number of Programs	Number of Attendees
Adult Programs	6	59
General Programs	1	0
YA/Teen Programs	1	4
Children's Programs	19	167
Family Programs	4	14
<b>Total Programs</b>	<b>31</b>	<b>244</b>