

**Agenda for Ivoryton Library Regular Meeting January 24, 2023, 7:00PM**

**Executive Director:** Elizabeth Alvord

**Board Members Name (Term)**

Leslie Barlow (6/21 – 6/23)	Louisa Ketron (6/20 - 6/24)	Melissa Ozols (6/22-6/24)
Deb Brown (6/22-6/24)	Sharon Lewis (6/21 - 6/23)	James Spallone (6/19 - 6/23)
Susan Campbell (6/18 - 6/24)	Kathy Marois (6/22-6/24)	Carol Sullivan (6/19 - 6/23)
Charlene Doane (6/17 - 6/23)	John Matthiessen (6/20 - 6/24)	Michael Lennon (6/23-6/25)

**Executive Board (Term)**

President – Sharon Lewis (6/22-6/24)	Secretary- Susan Campbell (6/21-6/23)
Vice President – James Spallone (6/22-6/24)	Treasurer- Carol Sullivan (6/19-6/23)

1. Call meeting to order
2. Approval of November Minutes
3. 2023 Goals review and discussion
4. Director's Report
5. Treasurer's Report
6. Upcoming Events- Trivia Night- Charlene Doane
7. Committee Reports- status, membership, recommendations, decisions needed
  - 1) Fundraising Committee- Louisa Ketron
    - a) Approach to 2023 fundraising goal
  - 2) Grounds and Maintenance Committee- Carol Sullivan
    - a) Backyard status
    - b) Next project
  - 3) Nominating Committee- Leslie Barlow
    - a) Upcoming seats open
  - 4) Human Resources Committee- Leslie Barlow
8. New Business
  - a) Any other new business
9. Adjourn

Next meeting: February 28th, 2023

**Ivoryton Library Regular Meeting Minutes**

**7 p.m.**

**November 29, 2022**

**Executive Director:** Elizabeth Alvord

**Board Members Name (Term)**

Leslie Barlow (6/21 – 6/23)	Louisa Ketron (6/20 - 6/24)	Melissa Ozols (6/22-6/24)
Deb Brown (6/22-6/24) *	Sharon Lewis (6/21 - 6/23)	James Spallone (6/19 - 6/23)
Susan Campbell (6/18 - 6/24)	Kathy Marois (6/21-6/23)	Carol Sullivan (6/19 - 6/23)
Charlene Doane (6/17 - 6/23)	John Matthiessen (6/20 - 6/24)	Vacant

**\*Absent**

**Executive Board (Term)**

President – Sharon Lewis (6/22-6/24)	Secretary- Susan Campbell (6/21-6/23)
Vice President – James Spallone (6/22-6/24)	Treasurer- Carol Sullivan (6/19-6/23)

1. **Call meeting to order:** 7:05 p.m., welcome to Michael Lennon, a potential board member

2. **Approval of October Minutes:** Approved

3. **Event Results:**

**Pumpkin Chase 5K** – Chris “Father of Corina” Pagliuco. Chris thanked the board for support. Race was a success (arch; inflatable dinosaurs, but let’s have more next year; chip times worked). Next year, perhaps we can add a predict-your-time element, and more dinos and more costumes and maybe a longer kids’ race – and perhaps station dinosaurs as race moderators. And maybe we can add \$8 gift cards as opposed to \$5. We made roughly \$800, given the timing company, gift cards, and t-shirt expenses. Next year’s race is Oct. 21, 2023.

4. **Director’s Report:** Elizabeth Alvord – A couple of adult craft nights coming up. A brief mention of masks – if someone feels more comfortable with masks, we all wear masks. Illumination will include Santa-letter-writing and a small book sale and our part of the Elf Scavenger Hunt. She asked for board members to drop by to help. And then the library stays open, but we don’t have more events until after the first of the year. In the children’s room, Elizabeth B. has moved her children’s events inside. Holiday hours: Library will be closed Dec. 24- 26. The library will be open Dec. 31 for regular hours, and then will reopen Jan. 2. Elizabeth announced that Ann Thompson was named executive director of Essex Public Library.

5. **Treasurer’s Report:** Carol Sullivan – Discussion about slow process of all the income etc. from the race, and about some kind of small end of the year cash gift to the accounting and cleaning people. Discussed and moved and approved unanimously.

6. **Committee Reports:** Status, membership, recommendations, decisions needed

- 1) Fundraising Committee - Louisa Ketron and Charlene Doane: Re: Trivia Night: Application has been put in for March 4 or 11 at the Centerbrook Meeting House but we are still waiting to hear. If the meeting house is a no-go, there’s the Carriage House at Deep River Historical Society, Ivoryton firehouse, or Essex town hall. Inquiries will be made. Louisa Ketron

suggests having community members make quilt patches for a community quilt raffle down the road. Louisa will head that effort.

2) Grounds and Maintenance Committee- Carol Sullivan:

- a) Backyard recommendation – Getting quotes has been challenging. Leslie got a quote from Sullivan Lawn Services, with a 25% discount. The job entails extensive uprooting current shrubbery and planting 40 California privet. Motion made and approved to spend up to \$6,000 on landscaping.
- b) Gutter update – It's done. Yay!
- c) We await an estimate on some work to be done on foundation.
- d) We will use the same snow removal company as last year.
- e) Discussion about the proposed program room and/or front step rework. Elizabeth A. will create a budget, after discussion with George Penniman. There's a state grant that will pay half the cost, and the deadline for that is February, says Elizabeth A.

3) Nominating Committee- Leslie Barlow

- a) Proposed new member- Michael Lennon

4) Human Resources Committee- Leslie Barlow

7. **New Business:**

- a) Decision on December meeting: Unanimous decision for no, thank you, but no.
- b) Any other new business

8. **Adjourn: 8:05**

**Next meeting: 7 p.m. Tuesday, Jan. 24, 2023**

**Called the meeting back to order to vote on the new member, Michael Lennon. Approved unanimously.**

**Re-adjourn: 8:09 p.m.,**

## DRAFT Ivoryton Library 2023 Goals

**Overarching goal: To continue to promote the library facilities and collection as a relevant and important community resource. We would like the library to be seen and utilized as a place to do more than check out books. To that end:**

- Increase the utilization of the library by outside groups. From 6 in 2022 to 10 in 2023
- Increase the number of library sponsored programs offered, and the participation in those programs, from 10 in 2022 to 15 in 2023, with an emphasis on budget efficiency
- Increase the total circulation numbers (includes all forms of borrowing) 18,121 in 2022 to 20,000 in 2023
- Ensure the continuity and availability of the local history room resources.
- Preserve and optimize the building and facilities by staying on top of maintenance and identifying and completing capital improvement projects.
- Generate an income (after expenses) of \$9,700 through fundraising activities and events.
- Ensure employee engagement, employee retention and knowledge retention.

**To achieve our goals this year some of the actions that will be taken are:**

- Execute a survey to evaluate the library hours and identify if a change in hours (more. Less, different days) will better suit our patrons- to meet the goal of increasing circulation and building use.
- Implement computer classes throughout the year for general computer knowledge and use (outside resource- paid or volunteer) and how to use the library computer resources, e.g. search and Hoopla, (library staff).
- Explore a grant for laptop computers.
- Define and implement a marketing plan that is a guideline for promoting library events consistently to increase awareness and registration.
- Complete the Finders Aid for the local history room resources.
- Digitize the local history collection (with a prioritization of the photographs) to ensure that the materials are not lost and to make it easier to share the resources. Explore library staff interest, High School internship, and/or Vista or SARAH as resources for completing the project. Implement an offsite backup storage policy and procedure for security of the resources.
- Assess and complete a renovation of the building entrance to improve accessibility and safety.
- Assess and renovate the storage/furnace room to be utilized as a program room.
- Review and revise as needed, the employee handbook, policies and procedures, emergency plans, and cataloging handbook.

**Historic Circulation (all kinds):**

Year	Circulation Number	Notes
2019	13,778	
2020	12,571	Pandemic, added Hoopla mid yr
2021	17,878	Full year of Hoopla
2022	18,121	
2023	GOAL: 20,000	

## THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank  
as of January 21, 2023

ESB Checking (X8426)	\$	38,195.68
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	4,519.43
ESB Checking 01 (debit card) (X8841)	\$	494.00
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	18,192.79
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Available Funds for Operations	\$	61,401.79

## IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	<b>11/30/22</b>	<b>12/31/22</b>
Cash, Money Funds & Bank deposits	\$20,884.38	\$20,948.98
Mutual Funds	\$800,308.14	\$775,847.81
Account Total	\$821,192.52	\$796,796.79

<b>Ivoryton Library Association</b>						
<b>Profit &amp; Loss</b>						
<b>July 1, 2022 to January 21, 2023</b>						
<u>Account Name</u>	<u>FYTD Actual</u>	<u>FYTD Budget</u>	<u>Better/(Worse) Budget</u>	<u>Full Year Budget</u>	<u>Percent of Year</u>	
Membership Dues	16,112	12,364	3,748	22,000	0.562	
Contibution Income, other	(450)					
Unrestricted	3,388					
Restricted (including Temp. Rest)						
Childrens' Program	200					
Grants	15,000					
Donations Other/ Memorials	2,174					
<b>Total Contributions</b>	<b>36,424</b>	<b>12,364</b>	<b>24,060</b>	<b>22,000</b>		
<b>Fundraising</b>				<b>13,290</b>		
Mugs, Cookbook, Tote	135					
Book Plant Bake Sale						
Book Income	1,281	562	719	1,000		
Run Fundraiser	3,961					
Other (& fines, replacements)	376					
<b>Total Fundraising Income</b>	<b>5,753</b>	<b>8,031</b>	<b>(2,278)</b>	<b>14,290</b>		
<b>Town Support</b>	<b>60,692</b>	<b>65,248</b>	<b>(4,556)</b>	<b>116,100</b>		
<b>Total Income</b>	<b>102,869</b>	<b>84,160</b>	<b>18,710</b>	<b>149,750</b>		
<b>Expenses</b>						
Bank Service Charges	74					
Grounds/Maintenance	8,253	3,372	(4,881)	6,000		
Dues/Passes	615	422	(194)	750		
Fees/Licensing	2,050		(2,050)			
Fundraising	3,024					
Insurance	2,774	2,804	30	4,990		
Library Supplies(books, mags,	4,749	7,868	3,119	14,000		
LION	8,326	6,112	(2,214)	10,875		
Office Supplies/Postage	3,834	2,079	(1,755)	3,700		
Payroll Taxes	3,502	3,569	67	6,350		
Printing	127	1,616	1,489	2,875		
Professional Fees	3,345	3,119	(226)	5,550		
Program Expenses	2,013	731	(1,282)	1,300		
Utilities	4,618	4,496	(122)	8,000		
Wages	45,524	48,332	2,808	86,000		
<b>Total Expenses</b>	<b>92,828</b>	<b>84,519</b>	<b>(8,309)</b>	<b>150,390</b>		
<b>Net Income</b>	<b>10,041</b>					