

**Agenda for Ivoryton Library Regular Meeting March 28, 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. Consent Agenda
  - a. Approval of February Minutes
  - b. Approval of Director's Report
  - c. Approval of Treasurer's Report
3. Committee Reports- status, membership, recommendations, decisions needed
  - 1) Building and Grounds Committee- Carol Sullivan
    - a) Front steps proposal for board decision
    - b) Next actions for the new project room
  - 2) Fundraising Committee- Louisa Ketron
  - 3) Nominating Committee- Leslie Barlow
    - a) Upcoming seats open
  - 4) Human Resources Committee- Leslie Barlow
4. Board Education: Profit and Loss Statements- Carol Sullivan
5. New Business
  - a) Any other new business
6. Adjourn

Next meeting: April 25th, 2023

**Minutes for Ivoryton Library Regular Meeting  
7 p.m., February 28, 2023**

**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)
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1. Pre-meeting: Recognition of John Heiser and his contribution to the Library Association
2. **Call meeting to order:** 7:09 p.m.
3. **Approval of January minutes:** Done.
4. **Director’s report:** Fast Fiction course was capped at five and it was full. Paul Beckman, author, will present it again starting April 11. Will have an adult craft night in March, and a new Italian language class. We are also collecting food for the Backpack Program in March. We have started to use Eventbrite, which is the bee’s knees. We’ve had two large donations in memory of Jim McCauley, and a donation from Sandra Childress.

From our survey (with 53 responses), the No. 1 request was better stairs to the front door (more on that later) and perhaps Sunday hours. Discussion ensued, including a chat about having better computers available to the public.

5. **Treasurer’s report:** Not much to report other than we are still solvent. Yay!
6. **Upcoming events:**

Trivia Night - Charlene Doane: We needed 50 people to make it profitable, and at this point we’ve sold 35 tickets so the suggestion is to cancel it. The Board concurred.

## **7. Committee reports:**

1) Fundraising committee- Louisa Ketron

a) Approach to 2023 fundraising goal of \$9,700 net.

b) Proposal for Escape Room Fundraiser - Elizabeth Alvord

Elizabeth and Sharon have explored how to set this up. Maybe during the haunted library.

c) Bingo nights! (Could we do this monthly? For fun? There are state regulations that deal with bingo games held by non-profit organizations.) Perhaps on April 4.

d) Blind Date with a Book (putting brown wrapper around a book and person buys it and then reads it)

2) Building and Grounds Committee - Carol Sullivan

a) Front steps proposal for board decision; need to get next steps from George Penniman, who will be invited to the next meeting. Building/grounds committee needs to meet to discuss.

b) Next project is the program room

3) Nominating Committee - Leslie Barlow

a) Upcoming seats open (Charlene Doane has served her time). The Board is asked to consider potential new members with an eye to DEI.

4) Human Resources Committee - Leslie Barlow – no issues

## **8. New Business:**

Might we have board members who have expertise to teach other board members important information, such as financial information? (We all look to Carol.) An education topic (brief) will be added to future board meetings.

## **9. Adjourn:**

Next meeting: 7 p.m., March 28, 2023

## **Ivoryton Library Director's Report February 2023**

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I will be flying to California and out of town April 13-18

### **Upcoming programs**

Adult Craft night- paper flowers March 29, 6:30.

Bingo Night – Tuesday, April 4, 7:00pm

Writing Flash Fiction Workshop #2 – Wednesdays in April

New beginning Italian class, Tuesdays at 9, starting April 11

### **Children's Room**

Storytimes Wednesdays and Fridays at 10:30

April 10-13, Spring Break Week programs

Earth Day activity April 20

### **\$\$\$\$**

Donations Rotary Club - \$500

Check from ICC/ CFMC of \$3,088 arrived

### **Other**

Beautiful flower arrangement received from John Heiser as thank you for reception

## THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank  
as of March 20, 2023

ESB Checking (X8426)	\$	41,287.79
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	4,519.81
ESB Checking 01 (debit card) (X8841)	\$	244.30
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	18,193.63
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Available Funds for Operations	\$	64,245.53

## IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	<b>12/31/22</b>	<b>2/28/23</b>
Cash, Money Funds & Bank deposits	\$20,948.98	\$20,676.07
Mutual Funds	\$775,847.81	\$788,945.40
Account Total	\$796,796.79	\$809,621.47

Ivoryton Library Association						
Profit & Loss						
July 1, 2022 to March 20, 2023						
Account Name	FYTD Actual	FYTD Budget	Better/(Worse) Budget	Full Year Budget	Percent of Year	
Membership Dues	17,580	15,906	1,674	22,000	0.723	
Contibution Income, other	(450)					
Unrestricted	3,388					
Restricted (including Temp. Rest)						
Childrens' Program	200					
Grants	15,000					
Donations Other/ Memorials	4,730					
Total Contributions	40,448	15,906	24,542	22,000		
Fundraising				13,290		
Mugs, Cookbook, Tote	135					
Book Plant Bake Sale						
Book Income	1,423	723	700	1,000		
Run Fundraiser	3,961					
Other (& fines,replacements)	376					
Total Fundraising Income	5,895	10,332	(4,437)	14,290		
Town Support	91,037	83,940	7,097	116,100		
<b>Total Income</b>	<b>137,380</b>	<b>108,269</b>	<b>29,111</b>	<b>149,750</b>		
Expenses						
Bank Service Charges	116					
Grounds/Maintenance	8,783	4,338	(4,445)	6,000		
Dues/Passes	615	542	(73)	750		
Fees/Licensing	3,710		(3,710)			
Fundraising	3,092					
Insurance	3,160	3,608	448	4,990		
Library Supplies(books, mags,	7,284	10,122	2,838	14,000		
LION	8,326	7,863	(463)	10,875		
Office Supplies/PostageMisc	5,002	2,675	(2,327)	3,700		
Payroll Taxes	4,630	4,591	(39)	6,350		
Printing	190	2,079	1,889	2,875		
Professional Fees	3,945	4,013	68	5,550		
Program Expenses	2,194	940	(1,254)	1,300		
Utilities	7,438	5,784	(1,654)	8,000		
Wages	60,179	62,178	1,999	86,000		
<b>Total Expenses</b>	<b>118,664</b>	<b>108,732</b>	<b>(9,932)</b>	<b>150,390</b>		
<b>Net Income</b>	<b>18,716</b>					