

Agenda for Ivoryton Library Regular Meeting April 25, 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 March Minutes
 - b. Approval of Director's Report
 - c. Approval of Treasurer's Report
3. 1Q Progress toward 2023 Goals – Sharon Lewis and Elizabeth Alvord
4. Committee Reports- status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee- Carol Sullivan
 - a) Front steps quote
 - b) Program room proposal
 - c) Donation of changing table
 - 2) Fundraising Committee- Louisa Ketron
 - a) May 13 plant and book sale- Elizabeth
 - 3) Nominating Committee- Leslie Barlow
 - a) Nominating process and succession planning in preparation for June
 - 4) Human Resources Committee- Leslie Barlow
5. Planning for Annual Member Meeting
6. Board Education: Financial accounts and policies- Carol Sullivan and Sharon Lewis
7. New Business
 - a) Any other new business
8. Adjourn

Next meeting: May 23rd, 2023

Minutes for Ivoryton Library Regular Meeting, 7 p.m., March 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) |
| 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) |

*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, 7:02 p.m.**

2. **Consent Agenda** (Assuming everyone has read the reports/minutes)
 - a. Approval of February Minutes
 - b. Approval of Director’s Report
 - 1 Elizabeth explained the Congregational Church funds that come our way
 - 2 Earth Day activities will be announced on the website
 - 3 Elizabeth thanked everyone for the flowers sent to her after the death of her sister; Elizabeth will be gone April 13-18 for the services
 - c. Approval of Treasurer’s Report

Reports/minutes approved.

3. **Committee Reports** - status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee- Carol Sullivan
 - a)Front steps proposal and draft drawing for board decision. The Committee recommends:
 - Start the steps to the right of the front door, include two landings and construct steps whose tread will be 14 inches deep, more than enough room for the average-sized person’s average-sized foot. This option would also raise the landing (floor) to be more even with the front door threshold
 - Replace front door with typical-sized door and a side window (both of which should be historically accurate)

- Building code dictates some of these measurements. Chris Silva (Silva & Sons LLC) replaced the library windows and has worked on library stairs.
- Look at handicap-access for the front door (a button?), which it absolutely is not now.

Board voted unanimously to put a bid out for a proposal

b) Next actions for the new project room (current boiler room)

- Elizabeth said Chris Silva will drop by to look at the room and generate a list of actions and proposed cost (for review at an upcoming board meeting), and Chris has been in touch with George Penniman about the project.
- No architect's drawing is necessary for the project room
- Will need to stagger the projects so there is a way to get into the library

2) Fundraising Committee -

- a) Perhaps we'll have another brick fundraiser to go along with our fancy new door/porch
- b) We've having a Bingo night (but it's free) on 4/4/23

3) Nominating Committee – no report

4) Human Resources Committee – no report

4. Board education: Profit and Loss Statements - Carol Sullivan

- 1) With our new consent agenda, it's incumbent on board members to review the treasurer's report (as well as draft minutes and the director's report) prior to the meeting and bring any questions. Carol took the board members through the profit/loss statement and now we are all smarter than when we started.
- 2) We will discuss the endowment and other financial issues at the next board education session.

5. New Business: No new business

6. Adjourn at 7:57 p.m.

Next meeting: 7 p.m., April 25, 2023

Ivoryton Library Director's Report February 2023

Past programs

Adult Craft night- paper flowers March 29 – 7 attending
Bingo Night – Tuesday, April 4, 10 attending
Writing Flash Fiction Workshop #2 – 3 students

Upcoming programs

Adult Craft Night – slate painting – May 17, 6:30 pm

Children's Room

Summer Reading Schedule almost set:

- Visit from DEEP
- ASL Instruction
- Photography workshop
- 4 library joint event

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Donation Essex Community Fund - \$750
Donation Essex Garden Club - \$500

Other

Book and Plant sale, Saturday, May 13, 9-12noon
Jackie Sheppard will run the plant sale, staff will run the book sale
Donations of plants, books, DVDs accepted any time

| Ivoryton Library Association | | | | | | |
|--------------------------------|-----------------------------------|--------------------|--------------------|------------------------------|-------------------------|------------------------|
| Profit & Loss | | | | | | |
| July 1, 2022 to April 19, 2023 | | | | | | |
| | | | | | | |
| <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 | 17,710 | 22,000 | (4,290) | 22,000 | 0.8- |
| | Contibution Income, other | (450) | | | | |
| | Unrestricted | 3,388 | | | | |
| | Restricted (including Temp. Rest) | | | | | |
| | Childrens' Program | 200 | | | | |
| | Grants | 15,213 | | | | |
| | Donations Other/ Memorials | 8,618 | | | | |
| | Total Contributions | 44,679 | 22,000 | 22,679 | 22,000 | |
| | | | | | | |
| | Fundraising | | | | 13,290 | |
| | Mugs, Cookbook, Tote | 135 | | | | |
| | Book Plant Bake Sale | | | | | |
| | Book Income | 1,575 | 1,000 | 575 | 1,000 | |
| | Run Fundraiser | 3,961 | | | | |
| | Other (& fines,replacements) | 376 | | | | |
| | Total Fundraising Income | 6,047 | 14,290 | (8,243) | 14,290 | |
| | | | | | | |
| | Town Support | 121,383 | 116,100 | 5,283 | 116,100 | |
| | | | | | | |
| | Total Income | 172,109 | 149,750 | 22,359 | 149,750 | |
| | | | | | | |
| | Expenses | | | | | |
| | Bank Service Charges | 566 | | | | |
| | Grounds/Maintenance | 8,991 | 6,000 | (2,991) | 6,000 | |
| | Dues/Passes | 615 | 750 | 135 | 750 | |
| | Fees/Licensing | 4,155 | | (4,155) | | |
| | Fundraising | 3,092 | | | | |
| | Insurance | 3,607 | 4,990 | 1,383 | 4,990 | |
| | Library Supplies(books, mags, | 8,062 | 14,000 | 5,938 | 14,000 | |
| | LION | 11,080 | 10,875 | (205) | 10,875 | |
| | Office Supplies/PostageMisc | 5,178 | 3,700 | (1,478) | 3,700 | |
| | Payroll Taxes | 5,229 | 6,350 | 1,121 | 6,350 | |
| | Printing | 212 | 2,875 | 2,663 | 2,875 | |
| | Professional Fees | 4,245 | 5,550 | 1,305 | 5,550 | |
| | Program Expenses | 2,248 | 1,300 | (948) | 1,300 | |
| | Utilities | 8,500 | 8,000 | (500) | 8,000 | |
| | Wages | 67,955 | 86,000 | 18,045 | 86,000 | |
| | Total Expenses | 133,735 | 150,390 | 16,655 | 150,390 | |
| | Net Income | 38,374 | | | | |

THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank
as of April 23, 2023

| | | |
|---|----|-----------|
| ESB Checking (X8426) | \$ | 63,566.29 |
| ESB – Clipper Statement Account (X4979) Balance per ESB website and QB | \$ | 4,520.12 |
| ESB Checking 01 (debit card) (X8841) | \$ | 661.30 |
| ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB | \$ | 18,194.41 |
| <hr/> | | |
| Available Funds for Operations | \$ | 86,952.12 |

IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

| | 3/31/23 | 2/28/23 |
|-----------------------------------|----------------|----------------|
| Cash, Money Funds & Bank deposits | \$20,948.98 | \$20,676.07 |
| Mutual Funds | \$800,956.39 | \$788,945.40 |
| Account Total | \$821,905.34 | \$809,621.47 |