

Agenda for Ivoryton Library Regular Meeting May 23, 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 Board Only meeting order
2. Wage proposal discussion (for Board endorsement)
3. Adjourn Board Only meeting
4. Call general meeting to order
5. 2023 wage recommendations and decisions (for Board decision)
6. Consent Agenda
 - a. Approval of April Minutes
 - b. Approval of Director's Report
 - c. Approval of Treasurer's Report
7. Executive Director 2023 review- for information only
 - a. Discussion of how to increase Board support of the library in the community
 - b. Creating Committee "playbooks" for sustainability and consistency
8. Committee Reports- status, membership, recommendations, decisions needed
 - 1) Confirm Committee Chairs for 2023/24
 - 2) Building and Grounds Committee- Carol Sullivan
 - a) Front steps status
 - b) Program room proposal
 - c) Donation of changing table
 - 3) Fundraising Committee- Louisa Ketron
 - a) May 13 plant and book sale result- Elizabeth
 - b) Next 2023 events
 - 4) Nominating Committee- Leslie Barlow
 - a) Nominating process and succession planning in preparation for June
 - 5) Human Resources Committee- Leslie Barlow
9. Planning for Annual Member Meeting
10. Board Education: Skipped for May
11. New Business
12. Adjourn

Next meeting: June 27th 6:30pm membership reception; 7:00pm open meeting, 2023

**Minutes for Ivoryton Library Regular Meeting
April 25, 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 - 6/25)
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: Approved, **7:02 p.m.**
 - 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

We have increased utilization of the library by outside groups and library programs. We aim to increase circulation to 20k for 2023. We are aiming for our May book and plant sale as a fundraiser. Necessary actions to meet 2023 goals include (but are not limited to) computer classes; creating a marketing plan to advertise our programs, and digitize local historical documents (including photos). (Elizabeth A. has updated the employee handbook, policies and procedures and emergency plans.) Discussion ensued about hours and whether we should be open later in the day some weekday, or on Sunday afternoons (per the survey, such as 12 to 3 p.m.). Discussion was moved to the finance committee, though Elizabeth A. will put a notice for the perfect person in the newsletter.

4. Committee reports - status, membership, recommendations, decisions needed
 - 1) Building and grounds committee -- Carol Sullivan
 - a) Front steps quote – nothing to add
 - b) Program room proposal – nothing to add
 - c) Donation of changing table – A neighbor of Sharon’s (the Day family) has offered to donate and install one in the downstairs bathroom. The neighbor will come in to measure and discuss.

- 2) Fundraising committee -- *Louisa Ketron
- a) May 13 plant and book sale – Elizabeth says the staff usually runs this. There are fewer books than usual to sell.
 - b) Brick fundraiser? We need the plan for the front before we sell more bricks.
 - c) Should we make Bingo a fundraiser? Not for now but we can ask for prizes from participants.
 - d) Meeting to talk about Escape Room fundraiser shortly.

- 3) Nominating committee -- Leslie Barlow
- a) Nominating process and succession planning in preparation for June (same officers will stay in place; board members are asked to come up with board members)

- 4) Human resources committee -- Leslie Barlow. Nothing to add.

5. Planning for annual member reception – **6:30 p.m., June 27, with board meeting starting at 7 p.m.** Last year we held a party, a member appreciation half-hour. We could tie the quilt fundraiser to this event, or the blind date with a book. Perhaps we'll save blind date with a book for Illuminations.

6. Board education: Financial accounts and policies -- Carol Sullivan and Sharon Lewis. Carol led board members in a discussion about the library's financial accounts. Board members are asked to review the documents monthly for items that are not clear or raise questions. Carol explained each account. Sharon explained how our money is distributed across low-risk, low earning accounts. The investment account is our endowment. Sharon said that from the Policy document she pulled out parts that are relevant to the endowment in a hand-out the board received. She discussed the endowment. No one remembered when the endowment was initiated.

7. New business – Nothing to add.

8. Adjourn: **8:14 p.m.**

Next meeting: May 23, 2023

Ivoryton Library Director's Report May 2023

Past programs

Writing Flash Fiction Workshop #2 – 3 students

Paul will be back in the fall. We are discussing his offering a memoir writing class

Upcoming programs

Adult Craft Night – slate painting – May 24, 6:30 pm – class is full.

Adult Craft Night – junk journal – June 21, 6:30 pm

Children's Room

Elizabeth Bartlett was given a [StoryWalk](#) story. We will install this using yard signs (like election signs) around the inside of the privet by the end of the week. This story encourages children to read and move as they make their way around the yard. These signs are removable and customizable for future stories we can create ourselves.

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Our donation from the Essex Savings Bank voting program was \$1,888.00. I will have the results at the board meeting.

We have again been invited to apply for a grant from the Kitchings Family Foundation for \$15,000, to be used for “general operating expenses.”

Our Book and Plant sale generated \$ 495. Plants - \$312, Books - \$183. This may will be different from the numbers on the P&L sheet because \$45 was taken in after the fact.

Other

I received a few applications for the Sunday position. One in particular will work very well. I know her as a patron and a reader. She is on vacation until June 2, when I will interview her officially.

I emailed the CT State Historic Preservation Officer to ask if there was a possible exemption to be made for the steps to be built in the front of the library without waiving our exemption from ADA compliance. He emailed back and said he'd call Thursday of last week but did not. I emailed my availability and hope to hear from him this week.

THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank
as of May 18, 2023

ESB Checking (X8426)	\$	49,601.78
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	4,520.40
ESB Checking 01 (debit card) (X8841)	\$	273.46
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	18,195.12
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Available Funds for Operations	\$	72,590.76

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

Ivoryton Library Association						
Profit & Loss						
July 1, 2022 to May 14, 2023						
		<u>FYTD</u>	<u>FYTD</u>	<u>Better/(Worse)</u>	<u>Full Year</u>	<u>Percent</u>
<u>Account Name</u>		<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>of Year</u>
	Membership Dues	17,710	19,140	(1,430)	22,000	0.87
	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	19,140	25,539	22,000	
	Fundraising				13,290	
	Mugs, Cookbook, Tote	135				
	Book Plant Bake Sale					
	Book Income	1,575	870	705	1,000	
	Run Fundraiser	3,961				
	Other (& fines,replacements)	376				
	Total Fundraising Income	6,047	12,432	(6,385)	14,290	
	Town Support	121,383	101,007	20,376	116,100	
	Total Income	172,109	130,283	41,827	149,750	
	Expenses					
	Bank Service Charges	566				
	Grounds/Maintenance	8,991	5,220	(3,771)	6,000	
	Dues/Passes	615	653	38	750	
	Fees/Licensing	4,155		(4,155)		
	Fundraising	3,092				
	Insurance	3,607	4,341	734	4,990	
	Library Supplies(books, mags,	8,647	12,180	3,533	14,000	
	LION	11,080	9,461	(1,619)	10,875	
	Office Supplies/PostageMisc	5,178	3,219	(1,959)	3,700	
	Payroll Taxes	5,800	5,525	(276)	6,350	
	Printing	212	2,501	2,289	2,875	
	Professional Fees	4,595	4,829	234	5,550	
	Program Expenses	2,248	1,131	(1,117)	1,300	
	Utilities	9,263	6,960	(2,303)	8,000	
	Wages	75,380	74,820	(560)	86,000	
	Total Expenses	143,429	130,839	(12,590)	150,390	
	Net Income	28,680				