

**Agenda for Ivoryton Library Regular Meeting June 27, 2023, 5:00PM**

**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 general meeting to order
2. Consent Agenda
  - a. Approval of May Minutes
  - b. Approval of Director's Report
  - c. Approval of Treasurer's Report (to be approved in the Annual Member Meeting)
3. Committee Reports- status, membership, recommendations, decisions needed
  - 1) Building and Grounds Committee- Carol Sullivan
    - a) Front steps status
    - b) Program room proposal
    - c) Donation of changing table
    - d) Security camera considerations
  - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
    - a) Stickers/magnets- Elizabeth
    - b) Feasibility of Ivoryton Playhouse event – Louisa
  - 3) Nominating Committee- Leslie Barlow
    - a) Nominating process and succession planning
  - 4) Human Resources Committee- Leslie Barlow
4. Board Education: Skipped for June
5. Board Members: How did you support the library this past month?
6. New Business
  - a. Ivoryton Gala Sep 17<sup>th</sup>
7. Adjourn

Next meeting: August 22<sup>nd</sup>, 7:00pm

**Agenda for Ivoryton Library Regular Meeting 7 p.m., May 23, 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)

**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 – board only (7:01 p.m.)**

**2. Wage proposal discussion (for Board endorsement)**

Executive committee met earlier to discuss implementing regular raises for staff. Proposal to implement 3% annual pay increase for the next three years. That will lock in a regular raise for our hard-working staff.

Stephanie Gatto would receive a substantially larger raise (6%) the first year that would reflect her current duties and bring her to \$16/hr.

Elizabeth Alvord’s salary would go to \$56,160, or roughly \$27 an hour \*(up from \$24.61 an hour, or \$51,200 annually). This will allow the board to attract more candidates on the sad date that Elizabeth retires, which we do not want her to do.

Altogether, that’s \$6k more per year in salary. Board factors in the potential of asking Essex for more – if necessary. The Treasure analysis supported the proposal. Leslie proposed, Jamie seconded, and the vote was unanimous vote.

**3. Adjourn board-only meeting, (7:08 p.m.)**

**4. 2023 wage recommendations and decisions (for Board decision)**

Sharon explained to Elizabeth A. the raise structure the board passed. Elizabeth A. agreed with the structure, with the caveat that the board return to Stephanie’s salary in July 2024. Elizabeth also noted that the Sunday hire, which is in progress, would likely start at \$16/hr. Carol asked if we should consider raising Stephanie’s salary to \$17/hour this year. Melissa makes a motion to amend the existing motion to increase Stephanie Gatto’s salary to \$17/hour, rather than \$16/hour. Board approved unanimously. Salaries increase July 1.

**5. Consent agenda – John moved/Carol seconded/consent agenda passed unanimously**

- a. Approval of April Minutes
- b. Approval of Director’s Report  
Elizabeth A. brought in Essex Savings Bank and IL earned \$1888 – ahead of Essex Library by \$88. She also reported that Frontier had contract options which will save money and have been implemented.
- c. Approval of Treasurer’s Report

**6. Executive director 2023 review - for information only**

- a. The Executive Committee conducted Elizabeth Alvord’s annual review in May. From the discussion there were two topics that were brought back to the Board for consideration.
- b. Discussion of how to increase Board support of the library in the community; Elizabeth A. completed

a self-reflection, then met with Sharon. Elizabeth suggested attending programs; sharing library info on social media; looking up grant opportunities; talking up the library in the community, and looking for what other libraries are doing well. Sharon suggests trustees do Google reviews for the library.

- c. Creating committee playbooks for sustainability and consistency. (For example, the Pumpkin Chase; here are the permits you need, etc.) We need to document our processes for continuity. All board members are asked to evaluate the processes that they lead and create documentation.

## **7. Committee reports - status, membership, recommendations, decisions needed**

- 1) Confirm committee chairs for 2023/24** -All current committee chairs are willing to remain.
- 2) Building and grounds committee - Carol Sullivan**
  - a) Front steps status – The Essex building inspector said if we change the steps, we would need to make the entire building ADA-compliant. Elizabeth A. reached out to someone with the state with historic preservation to explore exemptions, which is progress.
  - b) Program room proposal – no progress. Carol to follow up with contractors.
  - c) Donation of changing table – no progress. Sharon to provide contact info for Carol to follow up.
- 3) Fundraising committee - Louisa Ketron**, who will be joined by John Matthiessen as a co-chair
  - a) May 13 plant and book sale raised \$495
  - b) Next 2023 events – Escape Room after Haunted Library (Oct. 21). Goal is to raise \$4k. Will have flow chart and props by end of June. Theme will be Great Expectations with heavy use of Miss Havisham. Will limit groups to 6 for \$150 per one-hour session. We will also reach out to businesses who might want to use this as a team-building event.
  - c) Elizabeth borrowed an idea from Kathy “I’m With the Banned” Marois and created car magnets, 4” and 5”. Melissa Ozols suggests My Campaign Store, of Kentucky, and also for “I’m With the Banned” stickers.
  - d) Elizabeth B. coordinated the donation of a water buffalo water dispenser at the Pumpkin Chase by Connecticut Water.
  - e) Louisa is seeking another quilt for a raffle.
- 4) Nominating committee - Leslie Barlow**
  - a) Nominating process and succession planning in preparation for June; Board members should reach out to their community and inform Leslie of any interest.
- 5) Human resources committee - Leslie Barlow**

## **8. Annual member meeting (June 27): agenda**

- Invite past board members.
- Invite the town on social media.
- Board members bring finger foods. Carol brings her miraculous wine.
- Elizabeth A. gives the director’s report.
- Approve annual meeting minutes from ’22, approve executive committee for ’23-’24, as well as every other member.
- Review bylaw changes.
- Start with regular board meeting at 5:45; member reception 6:30-7; annual member meeting 7-7:30

## **9. Board Education: Skipped for May**

## **10. New business**

- Looking for a history tour guide for June 17, late morning. Carol is reaching out to Chris P.
- Should the library close for Juneteenth (Monday, June 19). Passes unanimously.
- Ivoryton Gala on Sept. 17 hosted by Essex Historical Society and we will participate in some tasteful-though-obvious Ivoryton Library way.

## **11. Adjourn at 8:33 p.m.**

Next meeting: **5:45 p.m. June 27** (regular board meeting) followed by a **6:30 p.m.** reception/annual meeting

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

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### **Past programs**

Adult Craft Night – 7 attended

Adult crafts nights suspended until September. Will run monthly through May

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### **Children's Room**

Summer Reading is in full swing. This is run in conjunction with the Essex Library\*. 101 students have registered. Aside from her two weekly storytimes, EB has planned three Girls Who Code programs and three intro to ASL classes\*\*. She has also planned a program with DEEP on the diversity of family and has again joined with the 3 other tri-town libraries to present Juggler and comedian Bryson Lang at the Chester Meeting House in July.

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

I have applied for a \$1,000 grant from the second part of the Essex Savings Bank Community Investment Program to be used for sturdy outdoor furniture for the backyard. Will hear in late July-August.

The annual membership appeal letter is at the printers and should be in mailboxes by this weekend.

### **Other**

Russell Smith of Triangle Builders in Essex has expressed interest in looking at the plans for our front steps. As Chair of the Essex Planning and Zoning Commission, he feels he might be able to help get town approval without losing our ADA exempt status. He said he'd drop by last week to see the plans but did not. Fingers crossed.

Sharyn Nelson is our new staff member, working Sundays 12-3. She worked with me for 2 Sundays, then worked alone last Sunday with no issues.

Rosalie Zonder works Wednesdays, 4-8. She is scheduled for surgery on July 3 and will be out through July. I will work the Wednesday evening hours for her.

\* Ann Thompson is the new director of the Essex Library. I have known her for several years and we have a good relationship. I already feel that the distance kept by the past two Essex Library directors will not be present between the two libraries moving forward.

\*\* Katie Orcutt teaches our summer ASL classes. She and I are planning to offer adult classes in the fall.