

Agenda for Ivoryton Library Regular Meeting August 22nd, 2023, 7:00PM

Executive Director: Elizabeth Alvord

Board Members Name (Term)

Leslie Barlow (6/21 – 6/25)	Louisa Ketron (6/20 - 6/24)	Melissa Ozols (6/22-6/24)
Deb Brown (6/22-6/24)	Sharon Lewis (6/21 - 6/25)	James Spallone (6/19 - 6/25)
Susan Campbell (6/18 - 6/24)	Kathy Marois (6/22-6/24)	Carol Sullivan (6/19 - 6/25)
VACANT	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 (6/21-6/24)
Vice President – James Spallone (6/22-6/24)	Treasurer- Carol Sullivan (6/19-6/24)

1. Call general meeting to order
2. Consent Agenda
 - a. Approval of June Minutes
 - b. Approval of Treasurer's Report
3. 5K Pumpkin Chase- Corina Pagliuco
4. 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
 - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Stickers/magnets- Elizabeth
 - b) Feasibility of Ivoryton Playhouse event – Louisa
 - c) Escape room- Elizabeth, Sharon
 - 3) Nominating Committee- Leslie Barlow
 - a) Nominating process and succession planning
 - 4) Human Resources Committee- Leslie Barlow
5. Directors Report- for Approval
 - a. Library goals- update from 2Q- Elizabeth
 - b. Sanctuary Library discussion and decision
 - c. Sunday Hours- for discussion and decision
6. Board Education: Skipped for August
7. Board Members: How did you support the library this past month?
8. New Business
9. Adjourn

Next meeting: September 26th, 7:00pm

Agenda for Ivoryton Library Regular Meeting, 5 p.m., June 27, 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 on June 27, 2023**

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, 5:07 p.m.**

2. **Consent Agenda, approved 5:25 p.m.**
 - 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 – in limbo as we await phone calls being returned (as is the notice board, until the steps can be resolved)
 - b) Program room proposal –in limbo as we await phone calls being returned
 - c) Donation of changing table – in progress/will be installed over the handrail under the bathroom window
 - d) Security camera considerations – perhaps something to record who goes in and out of the library, not at the book drop (which would show who checked out what book, a violation of privacy) and perhaps a motion-sensor camera. Buildings/grounds committee will research.
 - 2) Fundraising Committee - Louisa Ketron, John Matthiessen
 - a) Stickers/magnets – Elizabeth says we’ve sold \$147 in stickers/magnets (of a \$180 order)
 - b) Feasibility of Ivoryton Playhouse event – Louisa (tabled until next meeting)
 - c) Elizabeth says the \$1,386 deposit we put down at Essex Stream Train for a long-ago event that never happened can be refunded. **Board approved requesting the refund.**
 - 3) Nominating Committee - Leslie Barlow
 - a) Nominating process and succession planning- no current candidates. The Board is asked to consider potential candidates and share them with Leslie.
 - 4) Human Resources Committee - Leslie Barlow

4. **Board Education:** Skipped for June
5. **Board Members:** How did you support the library this past month? Board members displayed magnets and stickers, and followed and shared various social media posts. Some also worked on the escape room fundraiser, and attended Elizabeth’s junk journal event.
6. **New Business**
 - a. Ivoryton Gala Sep 17, 2023, (tabled until next meeting while details are being hashed out)

7. **Adjourn, 5:26 p.m.**

Next meeting: 7 p.m., August 22, 2023

Ivoryton Library Association						
Profit & Loss						
July 1, 2023 to August 13, 2023						
Account Name	<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	7,039				0.121	
Contibution Income, other	204					
Unrestricted						
Restricted (including Temp. Rest)						
Childrens' Program						
Grants						
150th Anniversay	156					
Donations Other/ Memorials	380					
Total Contributions	7,779	3,025	4,754	25,000		
Fundraising						
Mugs, Cookbook, Tote						
Book Plant Bake Sale						
Book Income	120	121	(1)	1,000		
Run Fundraiser						
Other (& fines,replacements)						
Total Fundraising Income	120	1,682	(1,562)	13,900		
Town Support		14,702	(14,702)	121,500		
Total Income	7,899	18,120	(10,221)	149,750		
Expenses						
Bank Service Charges	5					
Grounds/Maintenance	101	726	625	6,000		
Dues/Passes		109	109	900		
Fees/Licensing	949		(949)			
Fundraising	48			3,000		
Insurance	834	762	(72)	6,300		
Library Supplies(books, mags,	763	1,876	1,113	15,500		
LION	2,837	1,392	(1,446)	11,500		
Office Supplies/PostageMisc	1,848	424	(1,425)	3,500		
Payroll Taxes	635	847	212	7,000		
Printing	24	218	194	1,800		
Professional Fees	350	653	303	5,400		
Program Expenses	142	182	40	1,500		
Utilities	657	1,210	553	10,000		
Wages	8,273	10,648	2,375	88,000		
Total Expenses	17,466	19,045	1,579	160,400		
Net Income	(9,567)					

THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank
as of August 17, 2023

ESB Checking (X8426)	\$	21,766.90
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	4,521.52
ESB Checking 01 (debit card) (X8841)	\$	464.36
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	18,198.19
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Available Funds for Operations	\$	44,950.97

IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	5/31/23	6/30/23
Cash, Money Funds & Bank deposits	\$19,259.52	\$19,334.84
Mutual Funds	\$804,093.82	\$837,518.06
,Account Total	\$823,353.34	\$856,852.90

Ivoryton Library Director's Report August 2023

Upcoming programs

Adult Craft Night for the fall: Wednesdays at 6:30
September 13, October 18, November 15, December 20

Children's Room

Summer Reading is winding down. 118 children between the 2 libraries participated. Both libraries report that attendance at summer programs was low except for the program hosted by the 4 tri-town libraries at the Chester Meeting House.

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Update: Still haven't heard. Bad news?

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 went out and the response is strong.

Received the check from the Kitchings Family Foundation grant. \$15,000 for general operations.

Other

I called Chris Silva, the contractor who had expressed interest in our two construction projects. No response. Also no response to recent messages about the front steps from Russ Smith re: helping our plans through town hall, nor from CT state historic preservation office re: exemption from ADA requirements.

Sharyn Nelson is our new staff member, working Sundays 12-3. She reports that Sundays are very busy and I would like the board to consider expanding the Sunday hours to 5pm, 12-5, from 12-3. Perhaps just during the school year, September through May to accommodate last minute school projects? Local libraries with summer hours on Sundays: Deep River, Old Saybrook, Old Lyme, Clinton, Haddam, Branford, Guilford.

Local History Room: Last week we provided scans of 5 images to be used in a documentary about the history of plastics by White Pine Studios in Toronto, Canada (because plastic has been used in place of ivory for manufacturing?)

Q2 goals update: Circulation is low, 16,663 for the 22-23 FY, down from 18,121 for 21-22FY. Circulation of physical items is steady, the digital circulation has fallen. I hope the new Sunday hours helps the physical numbers.

Local History room finders aids are complete. All items are now contained in the index. Photo digitization is underway.

Employee handbook and cataloging handbook are complete and will be updated as needed

Book Banning/Sanctuary Library:

This summer, the Ivoryton Library have received 2 “letters” in the mail presumably pertaining to books in the library the writer deems inappropriate. Neither challenged any books in particular. The first was not kept, the second was a bit more concerning and was brought to the attention of the state Trooper in town and then filed. No action will be taken at this time.

<https://www.ctpost.com/opinion/article/susan-campbell-opinion-complaints-books-come-18281911.php>

The state of Connecticut defines a Sanctuary Library thus:

“...a [town’s] principal public library that makes available and lends any book that has been banned, censored, or challenged by a person, organization, or entity and any related library materials and does not prohibit or otherwise limit the availability of any book or related library materials by banning, censoring, or challenging such book or related library materials at such library.”

(We are not a principal library which means only that we are not eligible for the grant that the state is dangling as incentive.)

Any library can, of course, become a sanctuary library. I have ordered the books we did not already own from the ALA’s list of the 13 most challenged books:

https://www.ala.org/advocacy/sites/ala.org/advocacy/files/content/2022%20censorship%20by%20the%20numbers%20infographic-2page_0.pdf

We will have a display for banned books week in September and I would like to host a talk with Susan on the subject.

Our Diversity task force has hosted book discussions for a few years including a few titles that have been challenged and/or banned.

September would be a good month to announce that we are a sanctuary library.