

Agenda for Ivoryton Library Regular Meeting September 26, 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
 - a. Guest: Diane Day
2. Consent Agenda
 - a. Approval of August Minutes
 - b. Approval of Treasurer's Report
 - c. Approval of Director's Report
3. 5K Pumpkin Chase- Corina Pagliuco
4. Expanding Sunday Hours – Elizabeth Alvord recommendation, for decision
 - a. Please review the supporting analysis and recommendation
5. Committee Reports- status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee- Carol Sullivan
 - a) Front step update- info only
 - b) Program room update- decision on ceiling removal to enable full project quote
 - c) Security camera update- info only
 - d) Recognition- Lutheran Church service project
 - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Escape room- Elizabeth, Sharon
 - 3) Nominating Committee- Leslie Barlow
 - a) Nominating process and succession planning
 - 4) Human Resources Committee- Leslie Barlow
6. Board Education: Funding sources
7. Board Members: How did you support the library this past month?
8. New Business
9. Adjourn

Next meeting: October 24th, 7:00pm

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

Executive Director: Elizabeth Alvord

Board Members Name (Term)

Absent*

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)*

1. The meeting was called to order at 7pm
2. The June draft meeting minutes and current Treasurer’s report were approved with the following actions.
Motion by John; 2nd by Deb

Action: Carol to double check the budget balance as in the current report the budgeted total income and total expenses for the full fiscal year are not balanced.

Action: Carol for Building and Grounds, with clarification on the security camera discussion at the June meeting, research camera options and check with Brickside what they have in place and if anything additional is necessary.

3. 5K Pumpkin Chase- Corina Pagliuco provided an update on the status of the 5K preparations. The event is Saturday October 21st (note- NOT the same day as the Pumpkin Festival). The board discussed and agreed that t-shirt sponsorships for \$150 should be pursued. The race activities are the same as last year with some minor modifications: a) all registration will be done online; b) registration will be capped at 250; c) the registration is \$25 for adults and does not include the t-shirt; registration for students aged 18 and younger is \$15 and does not include the t-shirt; t-shirts may be purchased separately for \$10 and will also be sold day of. Water has been sponsored by CT Water Authority who will be providing a water truck allowing the event to be more environmentally friendly; participants will be encouraged to bring reusable water bottles. The following actions were identified:

Action: Elizabeth will distribute the list of last year’s tasks and coordinate the volunteer sign up

Action: Sharon and Louisa will pursue the sponsorship asks for \$150 for logo on t-shirt with a deadline of Sep 15.

Action: Sharon to provide compost collection bags to take the fruit waste out of the trash

Action: Louisa to speak with The Ivoryton Tavern about the opportunity to be open for breakfast after the event, noting that we will publicize it if they are able to do that.

Action: Susan to start the social media campaign as registration is now open

Action: Sharon to ask Pursuit of Pastry if they would be willing to donate 2 pie gift certificates for the winners again

Action: Elizabeth to clarify that the registration system is set to cap at 250

4. Committee Reports- status, membership, recommendations, decisions needed

- 1) Building and Grounds Committee- Carol Sullivan

- a) Front steps status- no progress has been made as there’s been no response from the individuals that were looking into the historic building restrictions

- b) Program room proposal- no progress as the contractor used previously is moving away

- c) Donation of changing table- on site but not yet installed

- d) Carol recommended that we move forward with the painting of the exterior given that the two larger projects are on hold

- e) We discussed the general need for some work on the outside grounds with the weeds outpacing the volunteers this year. Proposed and agreed that an open community event

for a few hours (5-7pm) on a Wednesday evening (every once in a while) might be a good way to tackle the numerous smaller jobs. This event is to be scheduled.

Action: Leslie to ask Cotty to speak with Russ Smith regarding his previous interest in helping us get to a 'yes' with the town on the proposed stair change (relative to historic buildings and ADA compliance). Need to know if he can help us or not.

Action: Sharon and Louisa to provide contractor names and contact information to Carol to pursue for quotes on the program room

Action: All- painting contractor names and contact information to Carol to pursue for quotes

Action: Elizabeth to follow up with Day's regarding installation of the changing table or if they would prefer that we have the handyman do it

Action: Elizabeth and Carol- pick a date for the Happy Hour community work event

- 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Stickers/magnets- Elizabeth- We've broken even and have opportunities to finish selling at the fall events.
 - b) Feasibility of Ivoryton Playhouse event – Louisa- Not a 2023 event. Will evaluate once the 2024 playhouse schedule comes out.
 - c) Escape room- Elizabeth, Sharon- a work in progress
- 3) Nominating Committee- Leslie Barlow
 - a) Nominating process and succession planning- we have 1 vacancy
- 4) Human Resources Committee- Leslie Barlow

Action: Elizabeth to distribute the prop needs for the Escape Room event

Action: All to ask one person if they would be interested in being nominated and interviewed to be on the Board

Action: Sharon to distribute the appeal for Board candidates to the Village Alliance

5. Directors Report- Approved with a motion by Deb and seconded by Louisa
 - a. Library goals- update from 2Q- Most activities are on track. Digital circulation numbers have decreased relative to the past few years. "In Memory" donations have increased with several community members asking for contributions to be made in lieu of flowers. Digitization of the historic photos is in progress
 - b. Sanctuary Library- No decision was necessary as the library will act as a Sanctuary Library with continued efforts to purchase and keep on the shelves the books listed on the 'challenged' list. ILA is not eligible for the grant associated with Sanctuary Library status as Essex Library is the official library for the town. Banned book week is October 1st and a display and event will be planned.
 - c. Sunday Hours- for discussion and decision- the new Sunday hours have been very popular with patrons still there at closing time. Elizabeth proposes expanding the hours from 12-3 to 12-5. An evaluation of the financial impact is needed before decision.

Action: Carol to do a financial evaluation of the additional Sunday hours to inform a decision. Share it with Sharon for distribution and an email decision.

Action: Elizabeth to assign one of the top 13 banned books to each board member to read so that we are, as a group, familiar with the challenges.

Action: Elizabeth to check with other libraries whether their digital circulation is down as well

6. New business- The Board is reminded of the Essex Historical Society's Taste of Ivoryton Gala on September 17th. Tickets are \$75 and can be purchased through EHS

The meeting was adjourned at 8:34pm.

Ivoryton Library Association						
Profit & Loss						
July 1, 2023 to September 18, 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	8,559				0.222
	Contibution Income, other	16,565				
	Unrestricted					
	Restricted (including Temp. Rest)					
	Childrens' Program					
	Grants					
	150th Anniversay	156				
	Donations Other/ Memorials	480				
	Total Contributions	25,760	5,550	20,210	25,000	
	Fundraising				12,900	
	Mugs, Cookbook, Tote					
	Book Plant Bake Sale					
	Book Income	276	222	54	1,000	
	Run Fundraiser	1,950				
	Other (& fines, replacements)					
	Total Fundraising Income	2,226	3,086	(860)	13,900	
	Town Support	31,181	26,973	4,208	121,500	
	Total Income	59,167	35,609	23,558	160,400	
	Expenses					
	Bank Service Charges	13				
	Grounds/Maintenance	151	1,332	1,181	6,000	
	Dues/Passes		200	200	900	
	Fees/Licensing	1,512		(1,512)		
	Fundraising	(1,219)			3,000	
	Insurance	2,546	1,399	(1,147)	6,300	
	Library Supplies(books, mags,	1,446	3,441	1,995	15,500	
	LION	2,837	2,553	(284)	11,500	
	Office Supplies/PostageMisc	2,187	777	(1,410)	3,500	
	Payroll Taxes	1,269	1,554	285	7,000	
	Printing	49	400	351	1,800	
	Professional Fees	650	1,199	549	5,400	
	Program Expenses	592	333	(259)	1,500	
	Utilities	1,038	2,220	1,182	10,000	
	Wages	16,516	19,536	3,020	88,000	
	Total Expenses	29,587	34,943	5,356	160,400	
	Net Income	29,580				

HE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank
as of September 19, 2023

ESB Checking (X8426)	\$	60,663.41
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	4,521.91
ESB Checking 01 (debit card) (X8841)	\$	644.25
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	18,199.29
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Available Funds for Operations	\$	84,028.86

IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	8/31/23	6/30/23
Cash, Money Funds & Bank deposits	\$18,386.73	\$19,334.84
Mutual Funds	\$845,622.98	\$837,518.06
,Account Total	\$864,009.71	\$856,852.90

Ivoryton Library Director's Report October 2023

Upcoming programs

Tuesday, October 3, Susan Campbell: "Don't Worry Your Pretty Head: Banning Your Favorite Authors" 15 registered so far out of 25 spots.

Adult Craft Night October 18, Wednesday at 6:30
September craft night "sold" out

The Pumpkin Festival will be held Sunday, October 29, 4:30-6:30. We will of course be haunting the library.

Children's Room

Eagle Scout candidate Tyler Ruel will be installing his project, the Free Little Library, next week in the back in the Butterfly Garden.

Have had two very popular teen/tween programs with Sam Swap. He is an artist who grew up in Ivoryton and works at the Flo Gris. We hope to bring him back for more.

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I ~~have applied for~~ received 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. EB thinks a few sturdy benches like those in the front would be the best choice. Purchase to be put off until spring since winter is coming.

Received a donation from the Essex Car Club of \$500.

Other

The library will be hosting the Ivoryton Brooms this year. Last year this was a branch of the scarecrow contest. This year the EBOT chose not to continue the broom section and we picked it up. This is not a contest. They will simply be collected (by October 5,) installed (October 6,) taken down (November 5) and returned/tossed (by November 5.) It's just to decorate the village for spooky season.

Race update:

- Sponsor request very successful, thanks Sharon and Louisa, 17 sponsors at \$150 each. All logos have been handed over to Corina for inclusion on the T-shirt. I will make a sponsor board for display during the race.
- Letters for food donation asks are out.
- CT Water Buffalo has been confirmed.

- Permit for use of the state road is done.
- As of Friday, 9/22, we have 23 sign-ups. This time last year, we had 16.

I need to find a temporary home for the table in my office. It is frequently in the way during the haunted library and it definitely has to move for the Escape Room. Any ideas? It measures 6' x 3'.

Sunday Hours at ILA at \$16 per Hour

<p>Currently:</p> <p>3 hours each Sunday (\$48 a day) 52 Sundays a year \$2,496 / year (unbudgeted)</p>	<p>Proposed:</p> <p>5 hours each Sunday (\$80 /day) 38 more Sundays left in our fiscal year \$3,712 / year (unbudgeted)</p>
<p>Winter Version:</p> <p>3 hours all year and 5 hours for Nov/Dec/Jan/Feb/March 22 weeks of 5 hours 30 weeks of 3 hours \$3,200 / year (unbudgeted)</p>	<p>4 Hour Sundays:</p> <p>4 hours each Sunday (\$64) 38 more Sundays left in our fiscal year \$3,104 / year (unbudgeted)</p>
<p>For July 2024-2025 Budget proposals: Add \$2500 for 52 weeks of 3 hours Add \$3,328 for 52 weeks of 4 hours Add \$4,160 for 52 weeks of 5 hours Add some version of the above for winter vs summer hours</p>	

I've looked at the numbers, talked to Sharyn and given this some thought. Sharyn and patrons report that Sundays are quite busy. We've only been open Sundays in the summer so extending the hours only during the school year is not a good idea if they have been this heavily used this summer. And, judging by past experience, the school year is when we are most likely to be attracting students who need to finish up a project or paper. And we are the only local library open on Sundays.

I would like the board to consider extending the summer hours to 5pm year-round. So, 12-5pm on Sundays.

Elizabeth Alvord
 Director
 Ivoryton Library Association