

Agenda for Ivoryton Library Regular Meeting November 28, 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)
Diane Day (6/24 6/26)	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 the general meeting to order
2. Consent Agenda
 - a. Approval of October Minutes
 - b. Approval of Treasurer’s Report
 - c. Approval of Director’s Report
3. 2024 Board Meetings (4th Tuesday, 7 pm)- for Approval

January 23rd	May 28th	September 24th
February 27th	June 25th	October 22nd
March 26th	July No Meeting	November 27th
April 23rd	August 27th	December No Meeting

4. Initial review of the proposed security camera policy- for discussion
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- info only
 - c) Maintenance cleaning- info only
 - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) November 2023 Escape Room Results- Elizabeth and Sharon
 - b) April Escape Room
 - 3) Nominating Committee- Leslie Barlow
 - 4) Human Resources Committee- Leslie Barlow
6. Board Education: The Library’s Governance Calendar- holding ourselves accountable
7. Board Members: How did you support the library this past month?
8. New Business
9. Adjourn
Next meeting: January 23, 2024, 7:00pm (No December meeting)

Minutes for Ivoryton Library Regular Meeting October 24, 2023, 7:00PM

Executive Director: Elizabeth Alvord

Board Members Name (Term)

Leslie Barlow (6/21 – 6/25)	Deb Brown (6/22-6/24) *	Susan Campbell (6/18 - 6/24) *
Louisa Ketron (6/20 - 6/24)	Sharon Lewis (6/21 - 6/25)	Kathy Marois (6/22-6/24)
Melissa Ozols (6/22-6/24)	James Spallone (6/19 - 6/25)*	Carol Sullivan (6/19 - 6/25)
	Diane Day	Michael Lennon (6/23-6/25)

Executive Board (Term)

President – Sharon Lewis (6/22-6/24)	Vice President – James Spallone (6/22-6/24) *
Secretary- Susan Campbell (6/21-6/24)*	Treasurer- Carol Sullivan (6/19-6/24)

*Absent

1. Call general meeting to order: 7:03 PM

2. Event Results- Pumpkin Chase 5K – Elizabeth

118 registered (vs 176 in 2022) - weather was a factor
 Made up for that drop because of change in price and t-shirts sold separately
 Sponsorship (\$150 each) paid for timing, t-shirts etc.
 Won't know exact profit until about December
 A lot of t-shirts left over - but there is no date on them so we can use them again next year

3. Consent Agenda

- a. Approval of September Minutes
- b. Approval of Treasurer's Report
- c. Approval of Director's Report
 - Musty/moldy smell is a concern. Absolute Air put in our HVAC and came in and looked at the system. He believes it is coming down from the chimneys (5 fireplaces). He recommends having a mason do a skim coat and block the chimney flue. He also recommends an ionizer for the system at about \$5,000.
 - Carpets will get cleaned. We should make it a yearly thing.
 - Elizabeth will get two portable air purifiers.
 - We are collecting toys Nov 1-Dec 10 for kids up to age 10

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

- 1) **Building and Grounds Committee-** Carol Sullivan
 - a) Front step update- nothing from the State or Russ Smith - Gary Riggio will be meeting with the building inspector
 - b) Program room update- Gary is taking the ceiling down to assess the entire situation
 - c) Security camera update - have been purchased - staff is fine with them - they will be mounted outside - EA has been checking guidelines from the Library Association - safety measures at the desk might include a panic button - also considering a key for the restroom
 - d) Building painting- paint will be done tomorrow

- 2) **Fundraising Committee**- Louisa Ketron, John Matthiessen
 - a) Escape room, Nov 3-12- Elizabeth, Sharon
 - 4-5 sessions every day (42 available slots)
 - b) Volunteer to sell race t-shirts at the 10/29 Pumpkin Festival
- 3) Nominating Committee- Leslie Barlow
 - a) Proposed new Board member- Diane Day - unanimously approved
- 4) Human Resources Committee- Leslie Barlow

5. Board Education: skipped for October

6. Board Members: How did you support the library this past month?

7. New Business

- a. Decision regarding canceling or rescheduling December 26th regular meeting - approved
- b. Ivoryton Illuminations December 2 and Letters to Santa with some vendors at ILA

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8. Adjourn: 8:08

Next meeting: November 28, 7:00pm

Ivoryton Library Association					
Profit & Loss					
July 1, 2023 to November 15, 2023					
Account Name	<u>FYTD</u> <u>Actual</u>	<u>FYTD</u> <u>Budget</u>	<u>Better/(Worse)</u> <u>Budget</u>	<u>Full Year</u> <u>Budget</u>	Percent of Year
Membership Dues	9,629				0.378
Contribution Income, other	16,565				
Unrestricted					
Restricted (including Temp. Rest)					
Childrens' Program					
Grants					
150th Anniversay	156				
Donations Other/ Memorials	1,075				
Total Contributions	27,425	9,450	17,975	25,000	
Fundraising				12,900	
Mugs, Cookbook, Tote					
Book Plant Bake Sale					
Book Income	414	378	36	1,000	
Run Fundraiser	2,905				
Other (& fines, replacements)					
Total Fundraising Income	3,319	5,254	(1,935)	13,900	
Town Support	62,362	45,927	16,435	121,500	
Total Income	93,106	60,631	32,475	160,400	
Expenses					
Bank Service Charges	13				
Grounds/Maintenance	8,017	2,268	(5,749)	6,000	
Dues/Passes		340	340	900	
Fees/Licensing	2,038		(2,038)		
Fundraising	737			3,000	
Insurance	3,380	2,381	(999)	6,300	
Library Supplies(books, mags,	3,922	5,859	1,937	15,500	
LION	5,679	4,347	(1,332)	11,500	
Office Supplies/PostageMisc	2,204	1,323	(881)	3,500	
Payroll Taxes	2,547	2,646	99	7,000	
Printing	73	680	607	1,800	
Professional Fees	1,300	2,041	741	5,400	
Program Expenses	680	567	(113)	1,500	
Utilities	1,730	3,780	2,050	10,000	
Wages	33,131	33,264	133	88,000	
Total Expenses	65,451	59,497	(5,954)	160,400	
Net Income	27,655				

THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank
as of November 15, 2023

ESB Checking (X8426)	\$	39,422.83
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	4,522.67
ESB Checking 01 (debit card) (X8841)	\$	633.50
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	18,201.45
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Available Funds for Operations	\$	62,780.45

IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	10/31/23	9/30/23
Cash, Money Funds & Bank deposits	\$60,105	73,576.55
Mutual Funds	\$783,686	\$785,510.21
Account Total	\$843,791	\$859,086.76

Ivoryton Library Association Board of Trustees Governance Calendar

To ensure that the Board of Trustees is fulfilling their responsibilities, the following monthly reviews are suggested throughout the calendar year as a discussion at the Monthly Board of Trustees meeting:

Month	Governance Activity
January	Budget review and approval for Essex Town budget and operating budget
February	Overall employee compliance; review of employee handbook, policy and procedures and emergency plan
March	Committee reviews for gaps in skillset (new trustee identification), intent to continue (1 yr terms) and succession planning
April	Nominating Committee process and succession planning; Executive Director and staff compensation recommendation (note: 3% approved for 23/24, 25/26, and 27/28 per May 23 2023 Board meeting)
May	Annual Meeting Preparation; Executive Director review; Confirm Committee Chairs for upcoming year
June	Annual Meeting
July	NO MEETING
August	By-Law and Policy review; Finance Committee Spending Rate Recommendation
September	Membership drive
October	Review/creation of Committee instructional binders
November	Financial Audit
December	NO MEETING Library goal setting and review; Budget preparation

When is the 990 filed?