

Agenda for Ivoryton Library Regular Meeting October 24, 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. Event Results- Pumpkin Chase 5K – Corina Pagliuco
3. Consent Agenda
 - a. Approval of September Minutes
 - b. Approval of Treasurer’s Report
 - c. Approval of Director’s Report
4. 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) Security camera update- info only
 - d) Building painting- info only
 - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Escape room, Nov 3-12- Elizabeth, Sharon
 - 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 (for decision)
 - 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 cancelling or rescheduling December 26th regular meeting
8. Adjourn

Next meeting: November 28th, 7:00pm

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 Association						
Profit & Loss						
July 1, 2023 to September 18, 2023						
Account Name	FYTD Actual	FYTD Budget	Better/(Worse) Budget	Full Year Budget	Percent of Year	
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					

Minutes for Ivoryton Library Regular Meeting September 26, 2023

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)

*Absent

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**, 7:04 p.m.
 - a. Guest: Diane Day, potential board member
2. **Consent Agenda**
 - a. Approval of August minutes -- done
 - b. Approval of treasurer's report – done, after Carol and Elizabeth answered a question about contribution income from a Kitchings Family Foundation donation; Carol and our financial advisor are moving some funds to a lower risk investment
 - c. Approval of director's report – done, noted that Sam Swap was ill and postponed his visit; Elizabeth also shared a brochure for The Backpack Program.
3. **5K Pumpkin Chase** - Corina Pagliuco let Elizabeth know we're good to go for 10/21. Elizabeth will recirculate the race day task list. 17 sponsors t-shirt sponsors were obtained. Race prize gift certificates were obtained.

Action: Leslie- seek apple donation from Scott's

Action: Louisa- check with Kathy M. regarding progress on food donations for the race to determine if an ask of Stop and Shop is needed

Action: Leslie- poster distribution (Corina- posters to Leslie)
4. **Expanding Sunday Hours**
 - a. Carol reported on the cost (see attached package); Elizabeth suggests the library stay open a little later on Sundays. Sharyn (Sunday staff) is onboard with longer hours, and we are the only library in the area open on Sundays. The vote supporting the change to Sunday hours from 12-5pm was unanimous.

5. **Committee Reports**

1) **Building and Grounds Committee** - Carol Sullivan

- a) Front step update – an improved hand rail has been recommended as a temporary improvement to the accessibility; the Board unanimously supported a decision to allow builder to meet with building inspector regarding the change.
- b) Program room update - decision on ceiling removal to enable full project quote; approved unanimously
- c) Painting (two quotes of \$7,000 and \$16,000). Carol will get an additional reference for the company that gave us the lower quote.
- d) Security camera update - info only. Cost of roughly \$130 with no monthly fee. Cameras would be placed at front and back doors. ALA suggests signage saying that cameras are up and working.

Action: Elizabeth will create a security camera policy.

- e) Recognition - Lutheran Church service project. The 5-or-so-member group did major landscaping work. Elizabeth will send a thank-you note.

2) **Fundraising Committee** - Louisa Ketron, John Matthiessen

- a) Escape room - Elizabeth, Sharon. Elizabeth – The puzzles are done, Elizabeth and Sharon will start putting things together. Elizabeth distributed a list of prop needs. Will be run Nov. 3-12, potentially 42 slots. If it sells out, it raises \$6,000. Each session accommodates up to 6 people, each session costs \$150.

3) **Nominating Committee** - Leslie Barlow

- a) Nominating process and succession planning

4) **Human Resources Committee** - Leslie Barlow

6. **Board Education:** Funding sources. Sharon handed out a chart that breaks down the library's income by type – town of Essex, donations, grants and the like.

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

8. **Adjourn, 8:10 p.m.**

Next meeting: 7 p.m., October 24