

**Agenda for Ivoryton Library Regular Meeting January 23, 2024, 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 November Minutes
  - b. Approval of Treasurer’s Report
  - c. Approval of Director’s Report
3. Review of the proposed security camera policy- for approval
4. Review of 2023 accomplishments- Sharon and Elizabeth
5. Review of draft 2024 goals and identification of actions for the Board- Sharon and Elizaeth- for approval
6. Committee Reports- status, membership, recommendations, decisions needed
  - 1) Building and Grounds Committee- Carol Sullivan
    - a) Front step update- info only, next steps
    - b) Program room update- info only, next steps
    - c) Note- Board approval via email on January 12<sup>th</sup> for \$7000 quote on initial construction for building infrastructure improvement in the program room (floor, beam, supporting columns)
  - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
    - a) Update on late 2023 event fundraising- Carol
    - b) Timing of 2024 fundraising events- Elizabeth
    - c) Meeting the fundraising goals- All
7. Board Education: Nothing for this month
8. New Business
9. Adjourn  
**Next meeting: February 25th, 2024, 7:00pm**

**Ivoryton Library Regular Meeting**

**7 p.m., November 28, 2023**

**Executive Director:** Elizabeth Alvord

**Board Members Name (Term)-all members in attendance**

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: 7:06 p.m.**

2. **Consent Agenda**

- a. Approval of October Minutes/approved
- b. Approval of Treasurer’s Report: Sharon asked if fundraising income/expense could be broken down by events; Carol said yes/approved
- c. Approval of Director’s Report/approved

3. **2024 Board Meetings (7 p.m. fourth Tuesdays) - approved**

January 23	May 28	September 24
February 27	June 25	October 22
March 26	<b>July No Meeting</b>	November 27
April 23	August 27	<b>December No Meeting</b>

4. **Initial review of the proposed security camera policy** - for discussion: Elizabeth had some questions for decision, including who has access, and for how long do we keep the footage and do we, if we use the hub, lock it. The answers were: Director, assistant director, board president. More study is needed. And yes, we lock it. The policy will updated and reviewed at the January meeting.

5. **Committee Reports** - status, membership, recommendations, decisions needed

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

- a) **Front step update** – We are back to square one. What fun! We will pursue an interim fix for improved safety with the railing. The initial proposal to redo the steps completely is being revisited with the town.
- b) **Program room update** – We will need a railing and lights on the sidewalk leading

around back. And the floor has to come out. There are at least five different layers of floor in there, perhaps done after the flood. We need a new floor drywall, two support beams, an electrician, and a new ceiling. And a new door and a window to come out. We will be getting an estimate and a timeline shortly. We should test for radon as well.

- c) **Maintenance cleaning** – Carpet cleaning in two weeks, David Saunders of Custom Carpet Cleaning LLC (of Deep River). We'll be closed the following Saturday for deep cleaning of everything else (Maffeo's Cleaning). The cost is \$1,500 for each job. Also, Ye Olde Chimney Sweeps (Monte Gibbs) will clean the chimneys.
- 2) **Fundraising Committee** - Louisa Ketron, John Matthiessen
- a) November 2023 Escape Room Results- Elizabeth and Sharon: Fourteen groups (max was 6 people), a little less than 84 people and a lot of people were new to the library. About half solved it, but all needed hints. Many wandered over to Blue Hound afterward. We made \$2,250; our expenses were under \$200 (mostly for the locks).
  - b) April Escape Room – Will plan for that.
  - c) Don't have the totals yet for the Pumpkin Chase
  - d) A virtual golf tournament (from Louisa Ketron). You sponsor a hole and a flag, and 19<sup>th</sup> hole party (maybe at Essex Indoor Golf). You don't have to play golf, not weather dependent, can turn in your sponsorship any time.
  - e) A shelves of book quilt, and we raffle it (also from Louisa).
  - f) A radio play from mystery writer Louise Penny's "Still Life." The play is available to non-profits, one narrator, seven men and five women. Late summer? February?  
**Action: Elizabeth to make a recommendation on timing for these fundraising events in 2024.**
- 3) **Nominating Committee** - Leslie Barlow: We are encouraged to think about new board members
- 4) **Human Resources Committee** - Leslie Barlow:
6. **Board Education:** The Library's Governance Calendar- holding ourselves accountable. The calendar is a sanity check for us for the activities the Board is responsible for.
7. **Board Members:** How did you support the library this past month?
8. **New Business:** Everyone is looking forward to ILLUMINATIONS!!! (Sorry to shout.)
9. **Adjourn:** 8:20 p.m.

**Next meeting: 7 p.m. January 23, 2024  
(No December meeting)**

## THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank  
as of January 21, 2024

ESB Checking (X8426)	\$	12,330.88
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	4,523.65
ESB Checking 01 (debit card) (X8841)	\$	593.66
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	18,204.76
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Available Funds for Operations	\$	35,652.95

## IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	<b>10/31/23</b>	<b>11/30/23</b>
Cash, Money Funds & Bank deposits	\$60,105	\$59,932.79
Mutual Funds	\$783,686	\$ 829,641.53
Account Total	\$843,791	\$889,574.32

<b>Ivoryton Library Association</b>						
<b>Profit &amp; Loss</b>						
<b>July 1, 2023 to January 20, 2024</b>						
<b>Account Name</b>	<b><u>FYTD Actual</u></b>	<b><u>FYTD Budget</u></b>	<b><u>Better/(Worse) Budget</u></b>	<b><u>Full Year Budget</u></b>	<b>Percent of Year</b>	
Membership Dues	10,564				0.449	
Contibution Income, other	16,565					
Unrestricted						
Restricted (including Temp. Rest)						
Childrens' Program						
Grants						
150th Anniversay	156					
Donations Other/ Memorials	3,568					
<b>Total Contributions</b>	<b>30,853</b>	<b>11,225</b>	<b>19,628</b>	<b>25,000</b>		
<b>Fundraising</b>				<b>12,900</b>		
Mugs, Cookbook, Tote, Magne	68					
Book Plant Bake Sale						
Book Income	1,257	449	808	1,000		
Run Fundraiser	5,305					
Escape Room	2,338					
<b>Total Fundraising Income</b>	<b>8,968</b>	<b>6,241</b>	<b>2,727</b>	<b>13,900</b>		
<b>Town Support</b>	<b>62,362</b>	<b>54,554</b>	<b>7,809</b>	<b>121,500</b>		
<b>Total Income</b>	<b>102,183</b>	<b>72,020</b>	<b>30,163</b>	<b>160,400</b>		
<b>Expenses</b>						
Bank Service Charges	36					
Grounds/Maintenance	14,235	2,694	(11,541)	6,000		
Dues/Passes	630	404	(226)	900		
Fees/Licensing	3,038		(3,038)			
Fundraising	1,710			3,000		
Insurance	4,175	2,829	(1,346)	6,300		
Library Supplies(books, mags,	5,956	6,960	1,004	15,500		
LION	5,714	5,164	(551)	11,500		
Office Supplies/PostageMisc	2,744	1,572	(1,173)	3,500		
Payroll Taxes	3,799	3,143	(656)	7,000		
Printing	122	808	686	1,800		
Professional Fees	3,375	2,425	(950)	5,400		
Program Expenses	886	674	(213)	1,500		
Utilities	3,529	4,490	961	10,000		
Wages	49,401	39,512	(9,889)	88,000		
<b>Total Expenses</b>	<b>99,350</b>	<b>70,673</b>	<b>(28,677)</b>	<b>160,400</b>		
<b>Net Income</b>	<b>2,833</b>					

## **Ivoryton Library Director's Report January 2024**

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Musty library smell update: All steps completed: Air purifiers, carpet cleaning, library deep cleaning, fireplaces sealed. Staff reports much cleaner air.

### **Past programs and events**

Ivoryton Illuminations: Many letters to Santa answered, thanks Susan. Holiday book sale completely underwhelming. 4 vendors with moderate sales. 2 asked to be notified for next year's event. Thoughts: The space is really too small for vendors. Made suggestion to Alliance that a vendor area be included outside.

Coffee with a Cop: Very nice crowd. 2 comfort canines also came with their handlers. A few attendees asked this to be an annual event. Mark Roberts and I discussed another event during warmer weather, potentially held outdoors.

Adult Craft Night: 5 attendees. Next craft night February 14

Teen book club: no one showed. Sharyn will distribute flyers to middle and high schools and try again February

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### **Children's Room**

Music with Ms. Martha: 2/14 at 10:30

No School Monday: 2/19 at 10:30, Salt Dough Conversation Hearts

No School Tuesday: 2/20 at 2pm, Wiggle Squiggle Art

### **Other**

Two tutors are using the library 4 times a week each. Due to varying schedules of language classes and book groups, they use the table in the office.

On Gary Riggio's suggestion, we had the downstairs tested for radon. All tests showed levels much lower than acceptable cutoff.

Donation from Thrall Foundation \$500 with a note that donations are low this year and will be higher next year.

I submitted a claim to join a class action lawsuit against Visa and Mastercard. We'll get a share of a \$5.5 billion settlement! Not holding my breath

## Ivoryton Library Security Camera Policy

### **Purpose:**

The Ivoryton Library employs video security cameras to ensure the physical security of the Library facility, staff and patrons.

A sign is posted at the library entrances informing the public that security cameras are in use.

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded digital video images at the Ivoryton Library.

### **Scope:**

This policy applies to the Library's security cameras and the retrieval, viewing, and use of the images they record.

### **Roles and Responsibilities:**

The Library Director is responsible for ensuring compliance with the terms of this policy. It is the responsibility of the Director and members of the Board of Trustees to determine camera placement.

The Director and/or designated staff may view real-time or recorded images when there is reason to believe a breach of security, threat to safety, or violation of law has occurred.

Because live image feeds are not continuously monitored, the public and staff should take appropriate precautions for their safety and the security of their personal property. The Library is not responsible for the loss of property or personal injury.

### **Procedures:**

1. Public Notice: A sign informing the public that video cameras are in use is posted at the library entrance. Similar signs may be placed in other locations at the discretion of the Director.
2. Camera Locations: Reasonable effort is made to safeguard the privacy of library patrons and employees. Cameras can be positioned to monitor public areas within and outside the library. They are not placed in areas where there is a reasonable expectation of privacy such as restrooms or the staff room, and are not positioned in such a way as to identify a person's reading, viewing, or listening activities.
3. Data Storage: Video images are recorded in real time and saved digitally to the

camera's cloud storage. The storage system retains images for 30 days. They are then automatically deleted.

4. Access to Recorded Data: Access to the stored images is strictly limited. The Library Director, designated staff and the board president may review the images in order to evaluate suspected violations of the library's behavior policy, threats to the comfort and safety of patrons or staff, incidents of suspected criminal activity, and matters related to litigation.

At the request of the Director or authorized staff, Town of Essex law enforcement may review recorded images when such access is deemed helpful in assessing security concerns related to public safety or a specific incident.

Access is also allowed pursuant to a subpoena or court order, or when otherwise required by law. All requests for access are referred to the Library Director or, in his/her absence, his/her designee.

Adopted by the Library Board of Trustees:



# Ivoryton Library 2023 Goals- Year End

Financial

Objectives	Goal	Actual
Members/ \$	NA	220/ \$12,200
Fundraising	\$9,700	\$6,658
Grants	NA	\$963
Contributions/Donations/Memorials	NA	\$29,255

How we maintain our current financial strategies.

How we are adapting and staying relevant as a community resource.

Actual	Goal	Objectives
6	10	Usage By Outside Groups
15	15	Library Sponsored Programs
+5 hr/wk +1 d/wk	NA	Meeting Needs (Hours)

Relevancy

Promote the library facilities and collection as an important and relevant community resource.

Customer

Objectives	Goal	Actual
Total Circulation	20,000	19,381
Survey on hours		Done
History Room	Indexed	Done
History Room	Digitize	Started

How we increase our success and maintain our customer strategies

Building and Grounds initiatives to maintain and improve the Library.

Complete	Started	Objectives
X		Backyard improvement
	X	Improve front accessibility
	X	Furnace room conversion
X		Deep cleaning
X		Outside painting

Capital Improvement

## Ivoryton Library 2023 Goals

**Overarching goal: To continue to promote the library facilities and collection as a relevant and important community resource. We would like the library to be seen and utilized as a place to do more than check out books. To that end:**

- Increase the utilization of the library by outside groups. From 6 in 2022 to 10 in 2023 **(had 6 groups, lost 1 and added 1)**
- Increase the number of library sponsored programs offered, and the participation in those programs, from 10 in 2022 to 15 in 2023, with an emphasis on budget efficiency **(held 15 adult)**
- Increase the total circulation numbers (includes all forms of borrowing) 18,121 in 2022 to 20,000 in 2023 **(reached 19,381)**
- Ensure the continuity and availability of the local history room resources. **(met- indexed and cleaned, digital records started)**
- Preserve and optimize the building and facilities by staying on top of maintenance and identifying and completing capital improvement projects. **(exceeded- outside paint, deep cleaning, backyard, security cameras, front steps under evaluation, program room in progress)**
- Generate an income (after expenses) of \$9,700 through fundraising activities and events. **(not met- \$6,658 total: Books= \$1600; Plant/Book Sale =\$500; Run=\$2558 profit; Escape Room = \$2000 profit)**
- Ensure employee engagement, employee retention and knowledge retention. **(met)**

**To achieve our goals this year some of the actions that will be taken are:**

- Execute a survey to evaluate the library hours and identify if a change in hours (more. Less, different days) will better suit our patrons- to meet the goal of increasing circulation and building use. **(Survey complete February. Added Sunday hours in June and increased Sunday hours in September.)**
- Implement computer classes throughout the year for general computer knowledge and use (outside resource- paid or volunteer) and how to use the library computer resources, e.g. search and Hoopla, (library staff). **(on hold pending program room completion)**
- Explore a grant for laptop computers. **(on hold pending program room completion)**
- Define and implement a marketing plan that is a guideline for promoting library events consistently to increase awareness and registration. **(met- in progress)**
- Complete the Finders Aid for the local history room resources. **(met)**
- Digitize the local history collection (with a prioritization of the photographs) to ensure that the materials are not lost and to make it easier to share the resources. Explore library staff interest, High School internship, and/or Vista or SARA as resources for completing the project. Implement an offsite backup storage policy and procedure for security of the resources. **(in progress)**
- Assess and complete a renovation of the building entrance to improve accessibility and safety. **(in progress)**
- Assess and renovate the storage/furnace room to be utilized as a program room. **(in progress)**
- Review and revise as needed, the employee handbook, policies and procedures, emergency plans, and cataloging handbook. **(met- all complete)**

## Ivoryton Library 2023 Goals

### Historic Circulation (all kinds):

Year	Circulation Number	Notes
2019	13,778	
2020	12,571	Pandemic, added Hoopla mid yr
2021	17,878	Full year of Hoopla
2022	18,121	
2023	GOAL: 20,000	<b>Actual 19,381</b>

### Revenue Generated:

	2023 Calendar Year
Donations	\$9580
Grants	\$963
Contributions	\$18,500
Memorials	\$1,175
Membership	\$12,200
Fundraisers (profit)	\$6,658

## Ivoryton Library 2024 Goals DRAFT

**Overarching goal: To continue to promote the library facilities and collection as a relevant and important community resource. We would like the library to be seen and utilized as a place to do more than check out books. To that end:**

- Increase the utilization of the library by outside groups. From 6 in 2023 to 10 in 2024.
- Maintain the number of library-sponsored adult programs offered, and the participation in those programs (15 in 2023 and 15 in 2024) with an emphasis on budget efficiency.
- Increase the total circulation numbers (all forms of borrowing) 19,381 in 2023 to 21,000 in 2024.
- Increase the number of members (annual and lifetime) from 220 in 2023 to 242 in 2024 (10%). Note that Ivoryton population is ~2700 individuals, ~675 households.
- Ensure the continuity and availability of the local history room resources.
- Ensure the continuity and sustainability of the Board through strategic recruitment.
- Preserve and optimize the building and facilities through maintenance and identifying and completing capital improvement projects.
- Generate income (after expenses) of \$10,000 through fundraising activities and events.
- Ensure employee engagement, employee retention and knowledge retention.

**To achieve our goals this year some of the actions that will be taken are:**

- Assess customer need for computer help; implement computer classes throughout year. Explore grants for resources to support the program. For space, plan for post-program room completion.
- From other libraries experiences, evaluate new offerings to attract patrons.
- Implement marketing to attract patrons, groups to use meeting rooms, and volunteers to lead programs.
- Hold at least 3 fundraising events throughout the year. (Tentatively-play, escape room, 5K).
- Digitize the local history collection (with a prioritization of the photographs) to ensure that the materials are not lost and to make it easier to share the resources.
- Create 4 (quarterly) local history exhibits throughout the year.
- Complete the feasibility assessment of improved accessibility and safety of the building entrance and complete the renovation as appropriate.
- Complete the furnace room renovation to a program room and define use policies.
- Explore grant opportunities to allow more window replacements.
- Ensure staff compliance with state requirements for sexual harassment prevention training and offer a training program on de-escalation.
- Develop the interests of the individual staff through library programs and resources.
- Complete staff and event resource manuals- specifically Exec. Director and Membership Drive.

**Historic Circulation (all kinds):**

Year	Circulation Number	Notes
2020	12,571	Pandemic, added Hoopla mid yr
2021	17,878	Full year of Hoopla
2022	18,121	
2023	19,381	Goal was 20,000
2024	<b>Goal: 21,000</b>	