

Agenda for Ivoryton Library Regular Meeting February 25, 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
 - Approval of January Minutes
 - Approval of Treasurer's Report
 - Approval of Director's Report
3. 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) Front bench maintenance
 - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Escape Room- Sharon and Elizabeth
 - b) Steps to our front door campaign- Louisa
 - c) Plant and book sale/ Essex May Market- Elizabeth
 - 3) Membership Committee- Leslie Barlow
 - 4) Nominating Committee- Leslie Barlow
4. Board Education: Payroll tax accountability and review
5. New Business
 - Essex Go Bragh parade
 - Ivoryton 4th of July Parade
6. Adjourn
Next meeting: March 26th, 2024, 7:00pm

Agenda for Ivoryton Library Regular Meeting

7 p.m. January 23, 2024

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)
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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)

*Absent

1. Call the general meeting to order: 7:03 p.m.
2. Consent agenda (all approved)
 - a. Approval of November minutes
 - b. Approval of treasurer’s report
 - c. Approval of director’s report, with a correction for February’s adult craft night to Feb. 7 as opposed to Feb. 14
3. Review of the proposed security camera policy - Approved
The Board approves the proposed written policy. The security camera policy will be added to the electronic and printed versions of the Library Policies.
4. Review of 2023 accomplishments - Sharon and Elizabeth.
We accomplished a lot. We fell short on circulation and fundraising, which was affected by hesitancy to hold in-person fundraisers in the first half of the year (Pandemic.) We added hours based a customer survey and we are making great strides re: buildings and grounds.
5. Review of draft 2024 goals and identification of actions for the board - Sharon and Elizabeth - Approved.
The overarching goal is still to promote the library and to maintain relevancy. Some actions in support of the approved goals: The Board proposed and approved a new Membership Committee, to be chaired by Leslie, and joined by other committee members Deb and Louisa. Elizabeth will include more opportunities to donate in our annual membership letter. Individual board members are encouraged to reach out in their neighborhoods. Leslie is also asking for potential board members. We are discussing four quarterly historical events.
6. Committee Reports - status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee - Carol Sullivan
 - a) Front step update - info only, next steps. Elizabeth A. said the steps are uneven and perhaps they could be replaced with more steps, each 6 inches high, and deeper than the present steps. This plan is supported by the current building inspector and will move forward to quote, There was

some discussion about retaining or selling the current front door(s). Louisa suggested a fundraiser to fund the new steps.

b) Note - Board approval via email on January 12 for \$7000 quote on initial construction for building infrastructure improvement in the program room (floor, beam, supporting columns). What's going on now is the removal of the floor, digging down 6 inches, and pouring of a new floor. Construction was started on January 22nd.

c) Louisa suggested the benches out front need sanded and sealed.

2) Fundraising Committee - Louisa Ketron, John Matthiessen

a) Update on late 2023 event fundraising – Carol. The Pumpkin Chase profit was \$2,557. Escape Room profit was \$1,988.

b) Timing of 2024 fundraising events – Elizabeth. Escape Room is April 12-21, two weekends with the week in between. The theme will be Harry Potter. The radio play will be late summer. Pumpkin Chase is in October. There is some interest in a house Christmas tour.

7. Board education: Nothing for this month

8. New business

9. Adjourn: 8:11 p.m.

Next meeting: 7 p.m. February 27

THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank
as of February 22, 2024

ESB Checking (X8426)	\$	29,620.36
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	4,524.45
ESB Checking 01 (debit card) (X8841)	\$	653.82
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	18,208.00
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Available Funds for Operations	\$	53,006.63

IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	12/31/23	11/30/23
Cash, Money Funds & Bank deposits	\$60,811.13	\$59,932.79
Mutual Funds	\$860,225.57	\$ 829,641.53
Account Total	\$921,036.70	\$889,574.32

Ivoryton Library Association						
Profit & Loss						
July 1, 2023 to February 20, 2024						
Account Name	FYTD Actual	FYTD Budget	Better/(Worse) Budget	Full Year Budget	Percent of Year	
Membership Dues	11,412				0.647	
Contibution Income, other	16,665					
Unrestricted						
Restricted (including Temp. Rest)						
Childrens' Program						
Grants						
150th Anniversay	156					
Donations Other/ Memorials	3,568					
Total Contributions	31,801	16,175	15,626	25,000		
Fundraising				12,900		
Mugs, Cookbook, Tote, Magne	68					
Book Plant Bake Sale						
Book Income	1,433	647	786	1,000		
Run Fundraiser	5,305					
Escape Room	2,338					
Total Fundraising Income	9,144	8,993	151	13,900		
Town Support	93,541	78,611	14,931	121,500		
Total Income	134,486	103,779	30,707	160,400		
Expenses						
Bank Service Charges	40					
Grounds/Maintenance	14,901	3,882	(11,019)	6,000		
Dues/Passes	630	582	(48)	900		
Fees/Licensing	3,517		(3,517)			
Fundraising	1,710			3,000		
Insurance	4,175	4,076	(99)	6,300		
Library Supplies(books, mags,	6,362	10,029	3,667	15,500		
LION	8,528	7,441	(1,088)	11,500		
Office Supplies/PostageMisc	2,968	2,265	(704)	3,500		
Payroll Taxes	4,455	4,529	74	7,000		
Printing	147	1,165	1,018	1,800		
Professional Fees	3,625	3,494	(131)	5,400		
Program Expenses	886	971	85	1,500		
Utilities	3,656	6,470	2,814	10,000		
Wages	57,872	56,936	(936)	88,000		
Total Expenses	113,472	101,838	(11,634)	160,400		
Net Income	21,014					

Ivoryton Library Director's Report February 2024

Past programs and events

Adult Craft Night: 8 attendees. Next craft night March 13

Teen book club: again, no one showed. Sharyn will work with VRHS and Essex Library to create something to support the high school summer reading requirement.

Upcoming programs

Oscar nominated short films, Sunday, February 25 and March 3, 6:00pm

Adult Craft Night Wednesday, March 13: DIY bamboo windchimes

Children's Room

Music with Ms. Martha: 3/13 at 10:30

Other programs TBD

Other

Riggio's has finished phase 1 of program room renovation: new concrete floor and support beam. Gary and I met with the new architect (George Penniman has gracefully removed himself from library projects) to discuss the new front steps. Architect will return to take detailed measurements and submit plans. Once the plans are approved by the town, Gary will give us an estimate.

Donation from Sandra Childress: \$5,000. At her request, Sandra and I are in discussion of volunteer tasks she can perform at the library.

Donation from Essex Garden Club: \$500.

Also, Garden Club has asked if we would like to have a presence at their May Market, May 11, 8am - 2. They will have a tent and have invited the two libraries, the Land Trust and the Historical Society to man a table to showcase their resources and services. I asked if we can sell things like stickers, mugs, tote bags, etc. She felt not but will check.

This is the same day as our book and plant sale.

Use of Hoopla Digital services has spiked for the last few months past our budget so I am going to lower the number of borrows allowed per patron from 10 to 7, effective March 1. Luckily, Hoopla has decided to extend an occasional perk of offering a limited list of free items to borrow

to patrons for the last 10 days of every month. They used to offer this only 3 months out of the year. By free, this means the items do not count toward the patron's limit of borrows, nor do they cost the library anything. This also goes into effect March 1, which I hope will placate those few items that reach the 10 item limit every month. 90% of patrons do not take more than 7, so will likely not notice this change.

The Mary Janvrin and Natalie Janvrin Wiggins Fund for Birds, Other Animals and Nature, maintained through the Community Foundation of Middlesex County, has offered us 20 nesting balls for us to hand out to patrons in any way we would like. A nesting ball is a collection of materials that birds can take to use in building a nest. These are in the rough shape of a ball to hang outside. We will devise a method of distribution. Simple sign-up sheet? Attendance at a birder program?

Ivoryton Library has enrolled in the Passport to Connecticut Libraries, a program to take place during April. People are given a passport to take to as many CT libraries as they can, or want to, visit, get a stamp and small present. At the end of the month, they turn in their passport for a chance for a prize.