

Agenda for Ivoryton Library Regular Board Meeting March 26, 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 February 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 steps
 - b) Program room
 - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Escape Room- Sharon and Elizabeth
 - b) Step Up Capital Campaign - Louisa
 - c) Plant and book sale/ Essex May Market- Elizabeth/Sharon
 - 3) Membership Committee- Leslie Barlow
 - 4) Nominating Committee- Leslie Barlow
 - a) Secretary position in June
 - b) All- intent to continue
4. Board Education: none this month
5. New Business
 - Ivoryton 4th of July Parade
6. Adjourn
Next meeting: April 23rd, 2024, 7:00pm

Ivoryton Library Minutes

7 p.m., February 27, 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)
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Absent: Kathy Marois, James Spallone

- 1) **Call the meeting to order**, 7:02 p.m.
- 2) **Consent Agenda** – approved.
 - Approval of January Minutes, done
 - Approval of Treasurer’s Report. The treasurer pointed out that we are \$11,000 over budget for building maintenance because of Board approved projects such as an HVAC repair, radon testing, and progress on the program room. In addition, we are over budget on LION fees but Elizabeth A. is keeping an eye on that. We are also well ahead of budget on donations/membership.
 - Approval of Director’s Report, done.
- 3) **Committee Reports** - status, membership, recommendations, decisions needed
 - 1) **Building and Grounds Committee** - Carol Sullivan
 - a) Front step update- info only, next steps. Elizabeth A. met with Gary Riggio and the new architect, who will return for measuring shortly. There is a time element to getting this done before Keith Nolan, Essex building inspector, moves on.
 - b) Program room update - info only, next steps. Phase 1 (concrete floor and beam) is done. Next up is wiring, which includes removing vintage wiring. The room is not usable at this point. A capital campaign (Step Up) would help us focus fundraising on the stairs. Discussion ensued regarding program room renovation timing and funding. Consensus is that we will request an estimate for full program room renovation after a meeting where Elizaeth will give specifics from our wish list.
 - c) Front bench maintenance – Carol said we’re going to wait a bit on (until it’s warmer) fixing those benches.
 - d) We are in need of calling the library’s handyman for two-three hours of upkeep.
 - 2) **Fundraising Committee** - Louisa Ketron, John Matthiessen.
 - a) Escape Room - Sharon and Elizabeth. Scheduled for April 12-21, Hogwarts theme. People are already asking for tickets.
Action- press release- Sharon
 - b) Steps to our front door campaign – Louisa suggests a “Step Up” (or something similarly named) capital campaign. We’d have a display out front as a visual that changes as we raise funds. We’re looking to raise \$30,000. Motion passes. Yay! A press release needed.
Action- campaign sign- Louisa and Elizabeth
Action- press release- Elizabeth and Susan
 - c) Plant and book sale/Essex May Market – Elizabeth.

The Library was invited to set up an informational table at the Essex May Mart from 8-2pm at the Essex Green on May 11th (Sharon will coordinate manning the table). It is an opportunity to share information

about the library. Our book/plant sale is the same day at the library, 9 – 12 p.m and Elizabeth has the usual volunteers for that.

Action- ‘did you know’ poster about Ivoryton Library and coordination of May Mart support- Sharon

3) Membership Committee - Leslie Barlow.

- The Board discussed ideas of membership driving activities in the next 3 months. We will utilize the invitation to participate in the Essex May Market; we will create an “are you a member” poster for the library; we will be more consistent in asking visitors if they are members (more visibility of membership form) and if they would like to sign up for the newsletter. For the summer membership drive some Board members would be interested in hand delivering membership solicitation to neighbors.
- **Action: “Are you a member?” poster or similar for the library and greater visibility to patrons and visitors of the membership form and newsletter sign up- Elizabeth**

4) Nominating Committee - Leslie Barlow. Claire Tiernan has been asked to be our next board member. She would be joining us in June, after Board approval. Anne Bishop also expressed interest in joining the board. Susan’s term ends in June. Board members are asked to consider filling the Secretary position.

5) Board Education: Payroll tax accountability and review. If a company or non-profit does not pay its payroll tax, individual board members can be held personally liable. The board reviewed the documentation demonstrating that we pay taxes appropriately and there’s no current issue. Every October, Elizabeth A. has to register with the Secretary of State and that registration includes proof of having paid payroll taxes. The Board will review proof of payment quarterly to ensure there is no change or issue

6) New Business

- Essex Go Bragh parade on March 23 was discussed and we decided not to participate.
- Ivoryton July 4th Parade, some interest in participating, which will be nailed down at an upcoming meeting.
- Elizabeth B. is planning a few events around Easter. She’s looking for teacups that don’t need to be returned; Easter candy and/or treats; Oui jars, and gold-covered chocolate coins.

7) Adjourn: 8:15 p.m.

Next meeting: 7 p.m., March 26, 2024

THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank
as of March 23, 2024

ESB Checking (X8426)	\$	11,368.90
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	4,524.18
ESB Checking 01 (debit card) (X8841)	\$	457.18
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	18,210.93
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Available Funds for Operations	\$	34,562.19

IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	12/31/23	2/29/24
Cash, Money Funds & Bank deposits	\$60,811.13	\$62,163.71
Mutual Funds	\$860,225.57	\$ 891,265.06
Account Total	\$921,036.70	\$953,428.77

Ivoryton Library Association						
Profit & Loss						
July 1, 2023 to March 23, 2024						
Account Name	FYTD Actual	FYTD Budget	Better/(Worse) Budget	Full Year Budget	Percent of Year	
Membership Dues	12,622				0.732	
Contibution Income, other	16,665					
Unrestricted						
Restricted (including Temp. Rest)						
Childrens' Program						
Grants						
150th Anniversay	156					
Donations Other/ Memorials	12,990					
Total Contributions	42,433	18,300	24,133	25,000		
Fundraising				12,900		
Mugs, Cookbook, Tote, Magne	118					
Book Plant Bake Sale						
Book Income	1,533	732	801	1,000		
Run Fundraiser	5,305					
Escape Room	2,338					
Total Fundraising Income	9,294	10,175	(881)	13,900		
Town Support	93,541	88,938	4,603	121,500		
Total Income	145,268	117,413	27,855	160,400		
Expenses						
Bank Service Charges	41					
Grounds/Maintenance	26,511	4,392	(22,119)	6,000		
Dues/Passes	630	659	29	900		
Fees/Licensing	4,605		(4,605)			
Fundraising	1,835			3,000		
Insurance	4,681	4,612	(69)	6,300		
Library Supplies(books, mags,	8,278	11,346	3,068	15,500		
LION	8,528	8,418	(110)	11,500		
Office Supplies/PostageMisc	3,806	2,562	(1,244)	3,500		
Payroll Taxes	5,085	5,124	39	7,000		
Printing	196	1,318	1,122	1,800		
Professional Fees	3,875	3,953	78	5,400		
Program Expenses	943	1,098	155	1,500		
Utilities	6,808	7,320	512	10,000		
Wages	66,002	64,416	(1,586)	88,000		
Total Expenses	141,824	115,217	(26,607)	160,400		
Net Income	3,444					

Ivoryton Library Director's Report March 2024

Past programs and events

Adult Craft Night: 8 attendees. Next craft night May 8

Oscar nominated shorts: Very well attended and received. Recommend this be an annual event if movies are available online.

Upcoming programs

Adult Craft Night Wednesday, May 8. No program in April since the Playhouse season will have begun. We plan evening programs around their schedule for parking reasons.

Children's Room

Monday 4/8 Open Craft 10:30: Build a solar eclipse viewing box!

Tuesday 4/9 1-4pm: Board Game Cafe with friends! We will provide the games and snacks; you bring your friends!

Friday 4/12 10-2: National Drop Everything and Read Day! Books and Refreshments will be provided.

Music with Ms. Martha: 4/17 at 10:30

After School Thursday 4/25 3:30pm We will host a special Passover story time and craft!

Other

We should be receiving the plans from the architect for the new front steps. Gary Riggio will then take these to town hall for approval, then work up an estimate for us. We also hope to be able to meet soon to discuss next steps (electrician) for the program room.

Book and Plant Sale, Saturday, May 11, 9am-12pm.

We have received the 20 nesting balls from the Janvrin Fund, nicely packaged in gift bags. Efforts to reach a local author re birding program have been in vain. May tie into children's Garden Wizard program for distribution.

April is Passport to CT Libraries month. Patrons pick up a passport at their local library then visit as many libraries in the state as they like for a chance to win a raffle prize. We stamp their passport and give out a bookmark.