

**Agenda for Ivoryton Library Regular Board Meeting April 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
  - Approval of February and March Minutes
  - Approval of March and April Treasurer’s Report
  - Approval of March and April Director’s Report
3. Committee Reports- status, membership, recommendations, decisions needed
  - 1) Building and Grounds Committee- Carol Sullivan
    - a) Front steps- discussion on revised plan; budget proposal is pending
    - b) Program room- discussion and vote on proposed budget
  - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
    - a) Escape Room results- Sharon and Elizabeth
    - b) Capital Campaign – Louisa and Elizabeth
    - 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: Progress toward 2024 goals
5. New Business
  - Preparation for June members meeting
  - Ivoryton 4<sup>th</sup> of July Parade
6. Adjourn  
**Next meeting: May 28, 2024, 7:00pm**

**Minutes**  
**Ivoryton Library Regular Board Meeting March 26, 2024, 7:00PM**

The meeting was called to order at 7:03 PM by the president.

A lack of a quorum noted by the president. Therefore, no votes were taken.

The February minutes were tabled due to lack of quorum.

The Treasurer gave a report which was tabled due to lack of quorum.

The Director gave a report.

- ILA participating in backpacks program; box things OK but not bulk packaging.

Shelf stable milk needed.

The Buildings and Grounds Committee gave a report by Chair Sullivan

- The front steps project was discussed.
- Director noted meetings and inspections by architect. Plans expected by end of week, then to town. Director will distribute to members of board.
- Director was expecting to review program room with Gary Riggio and electrician.
- Building inspector does not like inward opening door. Architect will give plans, cost. Approval follows.
- Karl Kaufmann injured. Cannot get in touch with him. Donated work in past, mentored Eagle Scout. Maybe can recommend someone.
- E. Bartlett asking whether Board would consider weed and mulch day. Trinity Lutheran Church looking for service projects. Also wants empty cereal boxes for April 8<sup>th</sup>. Board Game Café 1-4 PM. Looking for baked goods. 4/9.

Fundraising Committee

- Escape Room discussed.
- Sold 11 sessions so far. 14 last time. 31 left. Still some good time slots left.

- The president was the Person of Week in the Valley Courier. Mentioned Escape Room and other projects.
- Director to start generating things. Two week lead time for press released in Valley Courier.
- The president will put out info about Book & Bake sale to board members. 5/11 (day before Mother's Day)

#### Membership Committee

Discussion of poster re "are you a member?" Get people on email list.

#### Nominating Committee

- Claire Tiernan returning to board.
- Secretary position needs to be filled in June.
- All board members intend to continue

#### Board Education

- None this month

#### New Business

- The Director raised the issue of opening on Juneteenth. Many libraries are closing. We were open last year and intend to open this year. No objection noted.
- Ivoryton 4<sup>th</sup> of July parade noted.

The meeting was adjourned at the conclusion of all business on the agenda.

**Next meeting: April 23rd, 2024, 7:00pm**

Ivoryton Library Association						
Profit & Loss						
July 1, 2023 to April 17, 2024						
Account Name	<u>FYTD Actual</u>	<u>FYTD Budget</u>	<u>Better/(Worse) Budget</u>	<u>Full Year Budget</u>	<u>Percent of Year</u>	
Membership Dues	12,597				0.797	
Contibution Income, other	16,665					
Unrestricted						
Restricted (including Temp. Rest)						
Childrens' Program						
Grants						
150th Anniversay	156					
Donations Other/ Memorials	12,982					
Total Contributions	42,400	19,925	22,475	25,000		
Fundraising				12,900		
Mugs, Cookbook, Tote, Magne	118					
Book Plant Bake Sale						
Book Income	1,638	797	841	1,000		
Run Fundraiser	5,305					
Escape Room	2,338					
Total Fundraising Income	9,399	11,078	(1,679)	13,900		
Town Support	124,722	96,836	27,887	121,500		
<b>Total Income</b>	<b>176,521</b>	<b>127,839</b>	<b>48,682</b>	<b>160,400</b>		
Expenses						
Bank Service Charges	41					
Grounds/Maintenance	26,985	4,782	(22,203)	6,000		
Dues/Passes	630	717	87	900		
Fees/Licensing	5,067		(5,067)			
Fundraising	1,923			3,000		
Insurance	5,139	5,021	(118)	6,300		
Library Supplies(books, mags,	8,744	12,354	3,610	15,500		
LION	11,357	9,166	(2,192)	11,500		
Office Supplies/PostageMisc	4,407	2,790	(1,618)	3,500		
Payroll Taxes	5,719	5,579	(140)	7,000		
Printing	220	1,435	1,215	1,800		
Professional Fees	4,225	4,304	79	5,400		
Program Expenses	1,314	1,196	(119)	1,500		
Utilities	7,005	7,970	965	10,000		
Wages	74,183	70,136	(4,047)	88,000		
<b>Total Expenses</b>	<b>156,959</b>	<b>125,448</b>	<b>(31,511)</b>	<b>160,400</b>		
<b>Net Income</b>	<b>19,562</b>					

## THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank  
as of April 17, 2024

ESB Checking (X8426)	\$	36,405.06
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	4,525.06
ESB Checking 01 (debit card) (X8841)	\$	355.69
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	18,213.86
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Available Funds for Operations	\$	59,500.52

## IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	<b>3/31/24</b>	<b>2/29/24</b>
Cash, Money Funds & Bank deposits	\$63,030.95	\$62,163.71
Mutual Funds	\$913,595.25	\$ 891,265.06
Account Total	\$976,626.20	\$953,428.77

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

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### **Upcoming programs**

Adult Craft Night Wednesday, May 15. Wooden memo board

### **Children's Room**

Wednesday 5/1 9:30, May Day Celebration during story time

Wednesday 5/15 9:30, Family Day Celebration during story time

Garden Wizards begins this month, an after school program for students grades k and up who enjoy learning about our environment, caring for gardens and wildlife.

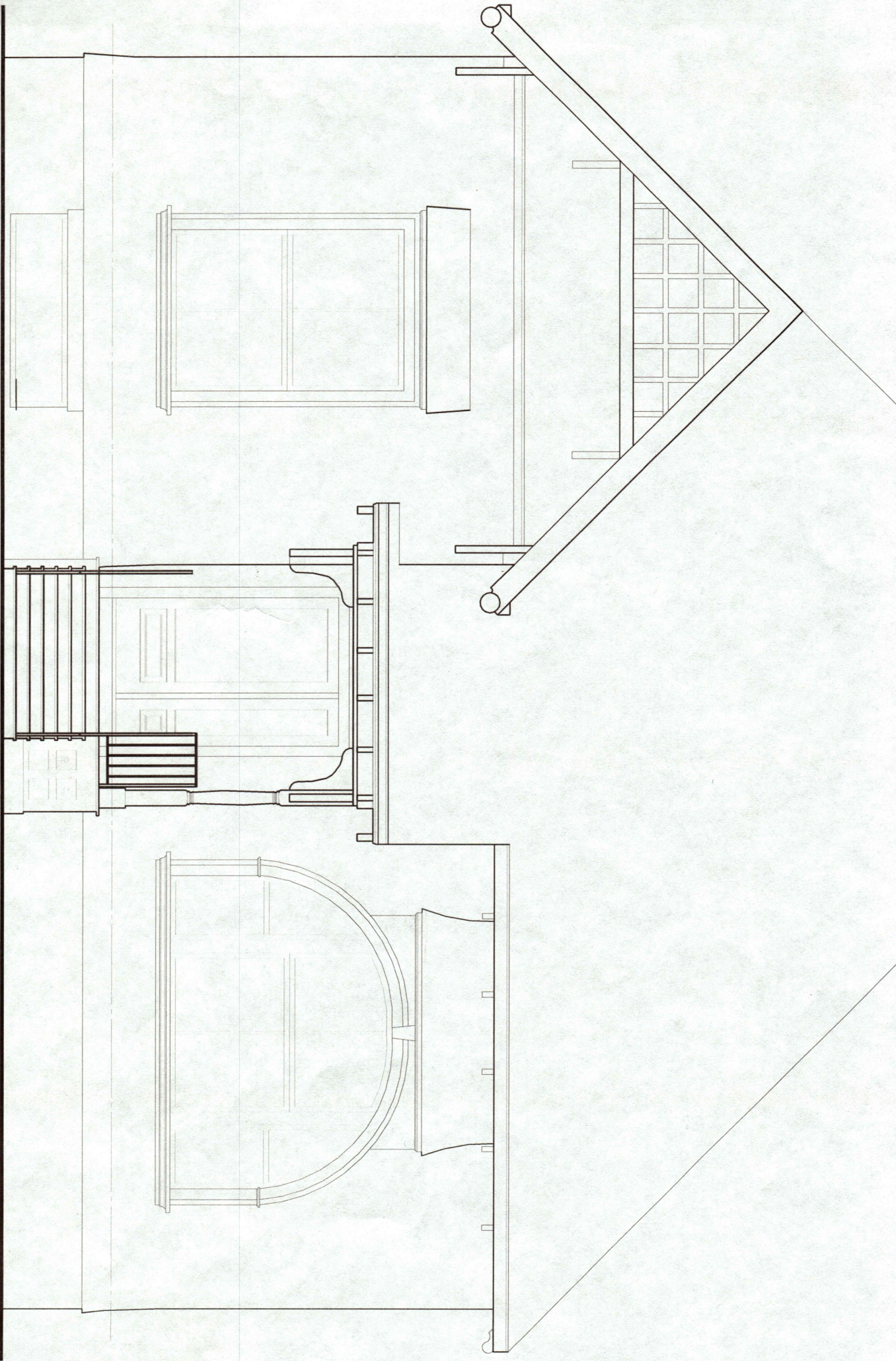
### **Other**

Book and Plant Sale, Saturday, May 11, 9am-12n. Donations of books, CDs, DVDs, and plants accepted anytime. I hope to hold the book sale in the program room area unless construction is at a messy point. Otherwise upstairs.

Collecting food for the backpack program through May.

Rotary Club donation of \$1,000

Elizabeth vacation April 29 – May 3. Hours will be covered by EB and Steph.



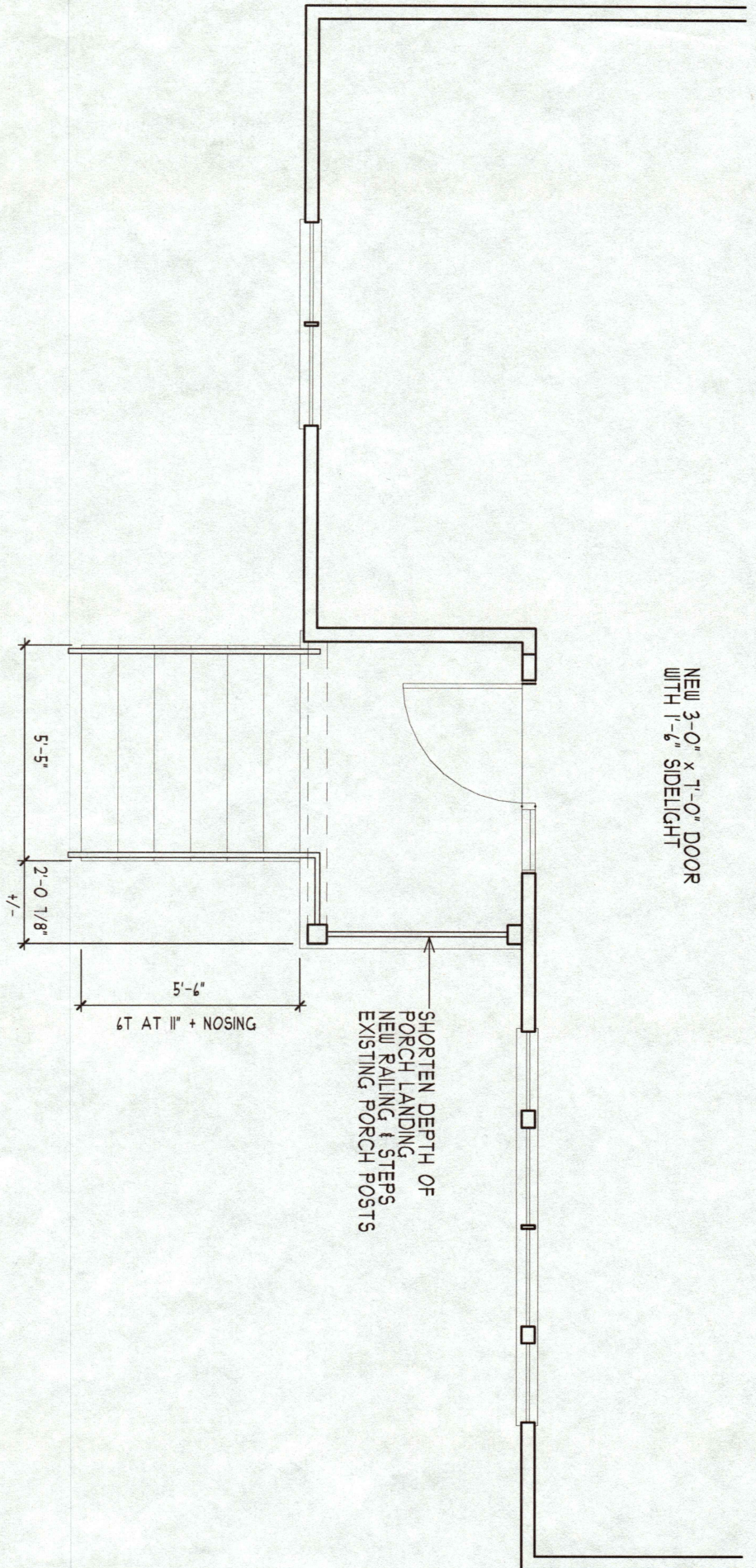
NORTH ELEVATION

PROPOSED

4 - 15 - 24

NEW 3'-0" x 1'-0" DOOR  
WITH 1'-6" SIDELIGHT

SHORTEN DEPTH OF  
PORCH LANDING  
NEW RAILING & STEPS  
EXISTING PORCH POSTS

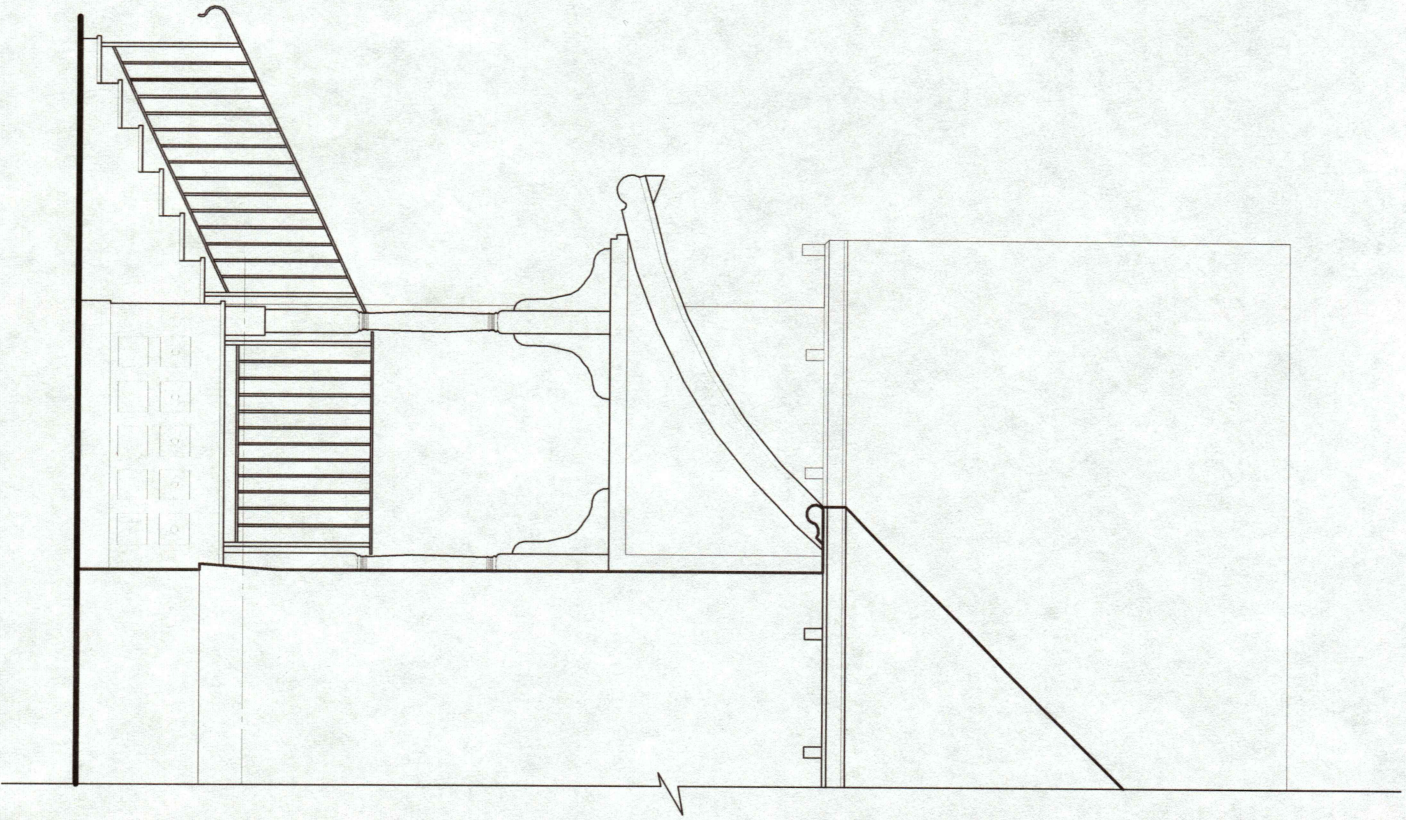


# ENTRY PORCH PLAN

PROPOSED

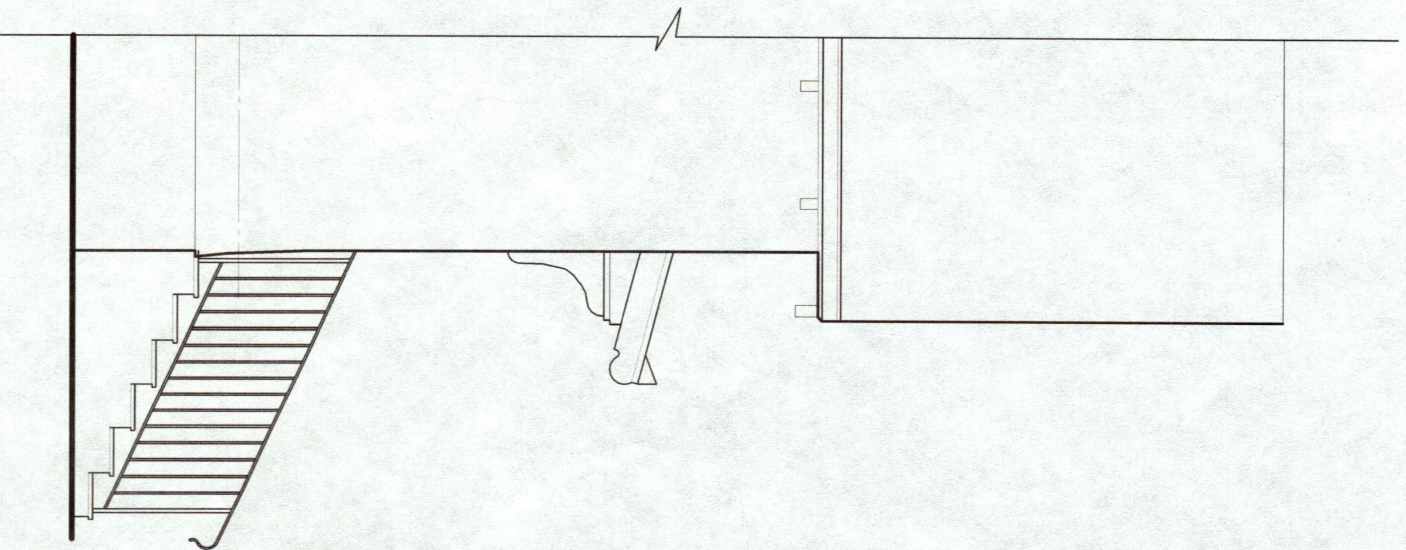
4 - 15 - 24





WEST ELEVATION

PROPOSED



EAST ELEVATION

4 - 15 - 24



90 Pond Meadow Road, Ivoryton CT 06442  
Ph. (860) 767-8494 Fax (860) 767-7330

## CONTRACT

Date: April 17, 2024  
Customer: Ivoryton Library  
Address: 106 Main Street, Ivoryton, CT 06442

### GENERAL NOTES

1. Permits are included in this pricing.
2. An allowance is an approximate calculation of the cost of material, labor and delivery to the job site, where applicable, with respect to a particular item of work, plus a twenty percent mark-up for profit and overhead. Said allowance is included within the total contract price. In the event the actual cost of the item, plus the twenty percent mark-up, differs from the allowance, the contract sum will be adjusted accordingly.
3. We have priced this job based on the following outline and attached proposal. We have done our best to comply with the items as requested.
4. Any rot repair will be completed on a time and material basis.
5. The owner is responsible for moving everything out of the work areas prior to the start of the replacement work.
6. Items not included: Asbestos or any other hazardous material testing or removal.

### DESCRIPTION OF WORK TO BE PERFORMED:

Project: Basement Renovations

Provide all material, labor, and equipment necessary to complete, based on attached proposal.

Start date: to be determined

Note: Start and completion dates are exclusive of delays caused by weather conditions which would impact progress, including rain, high wind, and winter conditions.

Total Estimated Price: \$ 12,464.34 (Tax Exempt)

This contract is good for thirty day's from 4/17/2024

Payment terms: Progressive monthly billing for work completed to date, or upon completion. Payment due within fifteen (15) days of date of invoice.

You promise to pay for all work according to the above schedule. A service charge of 1-1/2% per month will be assessed on all amounts older than fifteen (15) days. You agree to pay all costs of collection, including reasonable attorney's fees for past due accounts.

No change in the terms of this contract will be made except by written change order. Change orders, drawings, sketches and depictions of the job are made a part of this contract.

Gary Riggio pres  
Gary Riggio

4-18-24  
Date

\_\_\_\_\_  
Ivoryton Library Representative

\_\_\_\_\_  
Date

CT Reg. #502065



90 Pond Meadow Road, Ivoryton CT 06442  
 Ph (860) 767-8494 Fax (860) 767-7330

# Proposal

Name / Address	Date	4/17/2024
	Proposal #	1963
Ivoryton Library 106 Main Street PO Box 515		

Project	Basement Renovations
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Description
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Basement Renovations - Ivoryton Library - 106 Main Street, Ivoryton, CT 06442

**GENERAL CONDITIONS**

Frame wall areas just inside stone foundation walls with 2x4's.

**Permits**

Admin. Labor to file permits and over see installation.

**FRAMING**

Carpenter labor to frame 2X4" walls, clean up and remove debris from site.

DF 2x4x16 plates

PT 2x4x12

DF 2x4x8

Misc. materials, fasteners, nails, glue etc.

**ELECTRICAL**

Electrical Subcontractor

Wire the new section in the basement which includes:

-Add (6) general purpose receptables to the locations as shown during the walk through.

-Add (8) Halo LT6089 LED direct mount recessed lights in the new drop ceiling. These will be wired to (2) new three-way switches at each entry door.

-Add (3) customer supplied lights on the outside of the building. These will be wired to (1) Honeywell Programmable timer and will be located in the switch box by the outside door to the new space.

Admin. Labor

Tax Exempt	<b>Total</b>	<b>\$12,464.35</b>
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Program Room Renovation 2024			
			<b>Invoice</b>
	Stage 1: Demo of ceiling and removal of HVAC system		\$2,351.10
	Stage 2: Replace concrete floor and install beam, clean up wiring, incl remove knob & tube		\$9,644.18
	Stage 3: framing and install outlets and lights	estimate	\$12,464.34
		<b>Total</b>	<b>\$24,459.62</b>