

**Agenda for Ivoryton Library Regular Board Meeting May 28, 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)

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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
  - Guest: Claire Tiernan
2. Consent Agenda
  - Approval of April Minutes
  - Approval of May Treasurer’s Report
  - Approval of May Director’s Report
3. Committee Reports- status, membership, recommendations, decisions needed
  - 1) Building and Grounds Committee- Carol Sullivan
    - a) Front steps- progress and feedback
    - b) Community room- progress and timing of estimate for Phase 5
  - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
    - a) Capital Campaign for Community Room – Louisa and Elizabeth
    - b) Plant and book sale/ Essex May Market results- Elizabeth/Sharon
    - c) Next event- Radio Play?; Hogwarts Junior?
  - 3) Membership Committee- Leslie Barlow
  - 4) Nominating Committee- Leslie Barlow
    - a) Secretary position in June
    - b) All- intent to continue
4. Board Education: None for this meeting
5. Preparation for June Annual Meeting: special invites; plaque recognizing church; dedication of stairs
6. Ivoryton 4<sup>th</sup> of July Parade participation plan: pencils (Melissa); banner
7. New Business
8. Adjourn  
**Next meeting: June 25 2024, start time TBD**

**Minutes for Ivoryton Library Regular Board Meeting**

**7 p.m., April 23, 2024**

**Executive Director:** Elizabeth Alvord

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1. **Call the general meeting to order, 7:01 p.m.**
  
2. **Consent Agenda, approved 7:02 p.m.**
  - A) Approval of February and March Minutes
  - B) Approval of Treasurer’s Report for March and April
  - C) Approval of Director’s Report for March and April

**3. Committee Reports**

**Building and Grounds Committee - Carol Sullivan**

- A) Front steps – Will be slightly narrower and will center at the door (a bit to the left). The current door will be replaced, open out and to the left. Railings will be level and parallel to the stairs. No need to break up concrete and will also create small outdoor storage space. Estimate is \$28,304.90. Could do everything but replace the door and drop the price by \$6,000. Porch deck will stay as is, but the steps going down will be made of a composite (which can withstand ice melt). Carol Sullivan reminded the Board that the Congregational Church gave \$50k for just this type of work (capital improvement), and that the Jan. ’23 patron survey wanted a more accessible entrance (that was the No. 1 suggestion, followed by adding Sunday hours, which we did do). To Melissa Ozols’ question, the new door will fit the character of the building. The Board will ask for a photograph of the proposed door. There was some discussion about repurposing the front doors. There was some discussion about putting off replacing the doors, but the Board was in agreement to complete the entirety of the project. Elizabeth Alvord said she has asked that the stairs be replaced quickly so that service isn’t interrupted. Carol suggested that if Board members have any

questions, they email them before we get too deep into construction. Motion to move forward with the step reconstruction as described in the quote was approved unanimously.

- B) Program room – Stage 3 of the project is framing, which needs to be drilled into the stone walls, outlets and wiring for lighting. The estimate is \$12,464.34. Louisa Ketron suggests we could seek donations for paint/tile/and such. A brief discussion ensued about the importance of such work for future users of the library. Motion to move forward with Stage 3 of the Program Room (now Community Room) as described in the quote was approved unanimously.
- C) Trinity Lutheran Church members are volunteering to work on the library grounds. And Rich Alvord will again volunteer to mow the library yard.
- D) The library is accumulating odd-jobs for the handyman.

#### **Fundraising Committee** - Louisa Ketron, John Matthiessen

A) Escape Room results – In November, we sold 14 sessions, and this round we sold 23, plus ran two donated sessions. Grand income from the event was \$3,750 (+\$200 for an upcoming additional event). The event attracted 100-150 people, including some children under 12. Libraries have reached out and there's discussion of renting the material to them. There's also the option of creating a "Junior" version during the summer.

B) Capital Campaign – We have funding to cover the Program/Community room through Stage 3 and the entirety of the step renovation using the Ivoryton Congregational Church donation, which was made for capital improvements. Those two projects will completely utilize the donation. Deb Brown suggests creating a Capital Campaign to finish/complete the Community Room. James Spallone suggests a small plaque on the stairs to recognize the donation from the former Congregational Church. Louisa Ketron will research ways to display thank-yous to donors. Motion to create a capital campaign with a goal of \$40,000 for finishing the community room approved unanimously.

C) Plant and book sale/Essex May Market –The library is collecting plants as soon as the cold nights are done. The plant/book sale is 9 a.m.-noon May 11. The library will also be at an Essex May Market booth from 8 a.m. to 2 p.m. May 11 as an informational and awareness opportunity.

#### **Nominating Committee**

- A) Potential new member Claire Tiernan will be visiting the May meeting.
- B) John Matthiessen will super-probably be secretary starting in June
- C) All Board members intend to stay next year, save for Susan Campbell, who is being booted off simply because she stuck around too long.

4. **Board Education:** Sharon Lewis printed 2024 goals so Board members can think about how they're doing. Some discussion on whether we need computer classes. The general feeling is no. In general, the Board is making progress toward its goals because we're awesome, that's why.

**5. New Business**

- A) Discussion about how to get more non-Board members at the June 25<sup>th</sup> annual meeting. Elizabeth A. suggested we invite members of the old Ivoryton Congregational Church, and also make it a dedication of the stairs.
- B) Ivoryton July 4th Parade is on a Thursday. Do Board members just walk with a banner again, hand out bookmarks? Pencils?The Board has time to figure that out.

**6. Adjourn, 8:27 p.m.**

**Next meeting: 7 p.m., May 28, 2024**

<b>Ivoryton Library Association</b>						
<b>Profit &amp; Loss</b>						
<b>July 1, 2023 to May 19, 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	12,597				0.904	
Contibution Income, other	16,715					
Unrestricted						
Restricted (including Temp. Rest)						
Childrens' Program						
Grants	264					
150th Anniversay	156					
Donations Other/ Memorials	13,240					
<b>Total Contributions</b>	<b>42,972</b>	<b>22,600</b>	<b>20,372</b>	<b>25,000</b>		
<b>Fundraising</b>				<b>12,900</b>		
Mugs, Cookbook, Tote, Magne	138					
Book Plant Bake Sale	26					
Book Income	1,699	904	795	1,000		
Run Fundraiser	5,305					
Escape Room	2,338					
<b>Total Fundraising Income</b>	<b>9,506</b>	<b>12,566</b>	<b>(3,060)</b>	<b>13,900</b>		
<b>Town Support</b>	<b>124,722</b>	<b>109,836</b>	<b>14,886</b>	<b>121,500</b>		
<b>Total Income</b>	<b>177,200</b>	<b>145,002</b>	<b>32,198</b>	<b>160,400</b>		
<b>Expenses</b>						
Bank Service Charges	41					
Grounds/Maintenance	27,035	5,424	(21,611)	6,000		
Dues/Passes	630	814	184	900		
Fees/Licensing	5,067		(5,067)			
Fundraising	1,923			3,000		
Insurance	5,597	5,695	98	6,300		
Library Supplies(books, mags,	9,339	14,012	4,673	15,500		
LION	11,357	10,396	(961)	11,500		
Office Supplies/PostageMisc	4,407	3,164	(1,243)	3,500		
Payroll Taxes	5,719	6,328	609	7,000		
Printing	220	1,627	1,407	1,800		
Professional Fees & Payroll	4,709	4,882	173	5,400		
Program Expenses	1,314	1,356	42	1,500		
Utilities	7,602	9,040	1,438	10,000		
Wages	82,646	79,552	(3,094)	88,000		
<b>Total Expenses</b>	<b>167,606</b>	<b>142,290</b>	<b>(25,316)</b>	<b>160,400</b>		
<b>Net Income</b>	<b>9,594</b>					

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

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### **Past Programs**

Adult Craft Night, 5 attendees. (Problem with program link in newsletter may have led to decreased attendance.)

Used Book and Plant Sale: \$421. Usually Plant sale does better but we didn't have many donations. Book sale was held in program room space, which was fun for people to see

### **Upcoming programs**

Adult Craft Night Wednesday, June 19. Bamboo Wind Chimes

4-week Memoir Writing workshop with Caroline Joy Adams, Mondays, 6-8pm, June 24-July 15.

### **Children's Room**

Summer Reading starting: Kick-off Saturday, June 15 at Grove St park in conjunction with the Essex Library.

### **Other**

Very positive feedback to front steps. Only concern is the fate of the old front doors!

### **\$\$\$**

Essex Lions Club donation of \$500

Invited to apply for a Kitchings Family Foundation grant of \$15,000

Essex Town budget approved. Asked for 124,721, receiving 3% increase to \$128,463