

Agenda for Ivoryton Library Annual Members Meeting June 25, 2024, 6:30PM

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 (6/21-6/23)
Vice President – James Spallone (6/22-6/24)	Treasurer- Carol Sullivan (6/19-6/23)

1. Call Annual Meeting to Order
2. Opening Remarks- Sharon Lewis, President of the Library Board of Trustees
3. Approval of the 2023 Annual Meeting Minutes
4. Board of Trustees Slate for 2024-2025:
 - a. The following current Board Members are in the middle of a 2-year term and will remain on the Board: Leslie Barlow, Sharon Lewis, James Spallone, Carol Sullivan, Michael Lennon
 - b. With approval, the following current Board Members will continue on the Board of Trustees for a term of 2024-2026: Deb Brown, Louisa Ketron, Kathy Marois, John Matthiessen, Melissa Ozols
 - c. With approval, the following proposed Board Members will join the Board of Trustees for a term of 2024-2026: Diane Day (who joined us mid-term to fill a vacancy in October 2023) and Claire Tiernan.
 - d. With approval, John Matthiessen will be appointed as Secretary of the Board.
 - e. The following Board Member is recognized for her contributions to the Library over the past 6 years of her term: Susan Campbell
5. Treasurer’s Report - Carol Sullivan (Treasurer)
6. Library Year in Review- Elizabeth Alvord, Executive Director
7. Open Discussion
8. Adjourn

Next meeting: June 24, 2025

Minutes for Ivoryton Library Annual Members Meeting, 6 p.m., June 27, 2023

Executive Director: Elizabeth Alvord

Board Members Name (Term)

Leslie Barlow (6/21 – 6/23)	Louisa Ketron (6/20 - 6/24)	Melissa Ozols (6/22-6/24)
Deb Brown (6/22-6/24)	Sharon Lewis (6/21 - 6/23)	James Spallone (6/19 - 6/23)*
Susan Campbell (6/18 - 6/24)	Kathy Marois (6/22-6/24)	Carol Sullivan (6/19 - 6/23)*
Charlene Doane (6/17 - 6/23)	John Matthiessen (6/20 - 6/24)*	Michael Lennon (6/23-6/25)

***Absent**

Executive Board (Term)

President – Sharon Lewis (6/22-6/24)	Secretary- Susan Campbell (6/21-6/23)
Vice President – James Spallone (6/22-6/24)	Treasurer- Carol Sullivan (6/19-6/23)

1. **Call Annual Meeting to order**, 6:01 p.m.
2. **Opening Remarks-** Sharon Lewis, President of the Library Board of Trustees, in which she talked about our goal of making the library more than something as a place to check out books.
3. **Approval of the 2022 Annual Meeting Minutes**, approved 6:03 p.m.
4. Board of Trustees Slate for 2023-2024:
 - a. The following current Board Members are in the middle of a 2-year term and will remain on the Board: Deb Brown, Susan Campbell, Louisa Ketron, Kathy Marois, John Matthiessen, Melissa Ozols
 - b. With approval, the following current Board Members will continue on the Board of Trustees for a term of 2023-2025: Leslie Barlow, Sharon Lewis, James Spallone, Michael Lennon, **approved 6:04 p.m.**
 - c. The following Board Member is recognized for her contributions to the Library over the past 6 years of her term: Charlene Doane (thanks, Charlene)
5. Treasurer’s Report – Elizabeth Alvord for Carol Sullivan (Treasurer) -- ILA came out of the fiscal year with net income of \$21,000. Investments have held. Grand total of investments \$821,000; last year it was \$823,000.
6. Library Year in Review- Elizabeth Alvord, Executive Director – Elizabeth has been at library 22 years, 11 of those as director. Recently, she realized the library has seasons. The library

always checks out books, helps patrons find books (some of which they didn't realize they were looking for; encourage computer use; serve as reference librarians, in which the questions range from who bought what house to why is the Frontier truck down the street. The library hosts four book clubs, two of which meet through the summer. Now, we're in summer and summer reading (things libraries do to encourage reading among children). Elizabeth B. has a full slate of very well-attended events. But the adults are harder to attract until September, when kids stop getting involved and the adults come in. Things stop during the holidays unless the event is holiday-related. In last spring, we hosted four-session writing workshops. For children, there's February break, April break, Earth Day, Mother's Day. Then it comes to a screeching halt during summer again. The library has been tweaking activities, such as our #OwnVoices, which now meets every other month to discuss books. That runs Sept.-May. The library had programs with other organizations (Essex Board of Trade, the broom festival); Essex Land Trust, Essex Historical Society, Essex Fire Department, and Essex Library. The library also had removed apple willows and gained 10% land mass. Elizabeth has applied for a grant for sturdy outdoor furniture. The library also conducted a survey, and the main concern was the front steps. That's in process. No. 2 on the survey was Sunday hours, and the library hired Sharyn Nelson, who teaches English at Quinnipiac University. She has been at the library for three weeks. Re: Banning of books: It is happening in Connecticut; books are being challenged in Connecticut. We have always had protocols in place should that occur. We have a request for library materials form. It's a packet, and patron must fill out what they don't like about the content of books in question. The packet includes the selection policy, and the protocol of how the board handles such requests, with a response to the patron within 35 days. The library operates under the Freedom to Read Statement (from the '50s) and Connecticut's Intellectual Statement Against Censorship. Old Lyme has had more than 100 signatures asking two books be removed from their shelves. SB 2 – signed by Gov. Lamont, legislation that touches on betterment of children, with more than six pages dealing with libraries. CT State Library said municipalities can have one principal library and Ivoryton is non-principal (which affects funding). A sanctuary library offers all books, including banned and challenged libraries.

7. Open Discussion- None
8. Adjourn, 6:22 p.m.

Next annual meeting: June 25, 2024

Ivoryton Library Association					
Profit & Loss					
July 1, 2023 to June 16, 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	13,266				0.962
Contibution Income, other	16,715				
Childrens' Program	331				
Grants	264				
Donations Other/ Memorials	14,098				
Total Contributions	44,674	24,050	20,624	25,000	
Fundraising				12,900	
Mugs, Cookbook, Tote,Magne	138				
Book Plant Bake Sale	402				
Book Income	1,797	962	835	1,000	
Run Fundraiser	5,305				
Escape Room	5,738				
Total Fundraising Income	13,380	13,372	8	13,900	
Town Support	124,722	116,883	7,839	121,500	
Total Income	182,830	154,305	28,525	160,400	
Expenses					
Payroll	351				
Bank Service Charges	48				
Grounds/Maintenance	57,961	5,772	(52,189)	6,000	
Dues/Passes	630	866	236	900	
Fees/Licensing	6,185		(6,185)		
Fundraising	1,790			3,000	
Insurance	6,197	6,061	(136)	6,300	
Library Supplies(books, mags,	10,710	14,911	4,201	15,500	
LION	11,357	11,063	(294)	11,500	
Office Supplies/PostageMisc	5,124	3,367	(1,757)	3,500	
Payroll Taxes	11,695	6,734	(4,961)	7,000	
Printing	244	1,732	1,488	1,800	
Professional Fees & Payroll	4,825	5,195	370	5,400	
Program Expenses	1,561	1,443	(118)	1,500	
Utilities	8,185	9,620	1,435	10,000	
Wages	86,504	84,656	(1,848)	88,000	
	213,016	151,419	(61,597)	160,400	
Net Income	(30,186)				

THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank
as of June 16, 2024

ESB Checking (X8426)	\$	16,499.45
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	4,527.49
ESB Checking 01 (debit card) (X8841)	\$	256.67
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	8,220.24
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Available Funds for Operations	\$	29,503.85

IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	5/31/24	4/30/24
Cash, Money Funds & Bank deposits	\$38,629.28	\$63,932.60
Mutual Funds	\$910,113.35	\$ 886,160.28
Account Total	\$948,742.63	\$950,092.88

Ivoryton Library 2023 Goals- Year End Summary

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
-Added 5 hr/wk -Added Sunday	NA	Meeting Patron Needs

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	Execute	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