

Agenda for Ivoryton Library Regular Board Meeting June 25, 2024, 7:00PM

Executive Director: Elizabeth Alvord

Board Members Name (Term)

Leslie Barlow (6/21-6/25)	Michael Lennon (6/23-6/25)	Melissa Ozols (6/22-6/26)
Deb Brown (6/22-6/26)	Sharon Lewis (6/21 - 6/25)	James Spallone (6/19 - 6/25)
Diane Day (6/24- 6/26)	Kathy Marois (6/22-6/26)	Carol Sullivan (6/19 - 6/25)
Louisa Ketron (6/20 - 6/26)	John Matthiessen (6/20 - 6/26)	Claire Tiernan (6/24-6/26)

Executive Board (Term)

President – Sharon Lewis (6/22-6/25)	Secretary- John Matthiessen (6/24-6/25)
Vice President – James Spallone (6/22-6/25)	Treasurer- Carol Sullivan (6/19-6/25)

1. Call the general meeting to order
2. Consent Agenda
 - Approval of May Minutes
 - Approval of June Treasurer's Report- Approved in the Annual Member's Meeting
 - Approval of June 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 the next phase
 - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Capital Campaign for Community Room – Louisa and Elizabeth
 - b) Next event- Radio Play?; Hogwarts Junior?
 - 3) Membership Committee- Leslie Barlow
 - 4) Nominating Committee- Leslie Barlow
4. Board Education: None for this meeting
5. Ivoryton 4th of July Parade participation plan: pencils (Melissa); banner
6. New Business
7. Adjourn
Next meeting: no meeting in July; August 27th, 7pm.

Minutes for Ivoryton Library Regular Board Meeting

7 p.m., May 28, 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)
*Diane Day (6/24 6/26)	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 (6/21-6/24)
Vice President – James Spallone (6/22-6/24)	Treasurer- Carol Sullivan (6/19-6/24)

1. Call the general meeting to order, 7 p.m.

- Guest: Claire Tiernan, who will – per board approval – join the board in June

2. Consent Agenda, motion to pass all three, approved

- 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 – Elizabeth A. said the steps, railing, surround are done. Workers found rot on the west side of the porch and replaced it. There will be storage beneath the porch for ice melt/snow shovels/rakes. Door is not painted because we’re waiting for a window to go above the door. There will be a transom window and then the finish work (including painting) will be done. We are leaning toward burgundy.
- b) Community room - progress and timing of estimate for Phase 5.
On May 19, after an online vote, the board approved – with Louisa Ketron abstaining -- moving forward on phase 4 of the program room based on a verbal estimate, which includes insulation, sheetrock and taping. The verbal estimate from Riggio Construction was \$3,600. Sheetrocking has begun. Phase 5 will be the finish work. The ceiling will be drop, made of fire-resistant tiles. Light fixtures will go up around then.
- c) Kathy Marois asked if we need to trim a tree in the front to avoid Eversource coming and doing their special brand of landscaping. Kathy will get an estimate from a local tree service.

c) We have a bit of a drainage problem on the John Blake side of the library, where water runs from Blake's rock parking lot. Elizabeth A. will address this.

2) **Fundraising Committee** - Louisa Ketron, John Matthiessen

- a) Capital Campaign for Community Room will be named "Building Community at the Ivoryton Library" – Louisa and Elizabeth. We will advertise in the newsletter and in the membership appeal letter at the end of June. We will also spread the word on social media, and ask for an extra \$100 as part of the capital campaign. (Our goal is \$40,000.) We'll need a grand opening (also as a fund-raising potential). We could place a thermometer out front to chart our progress. We'll revisit the amount collected in September to determine if additional awareness activities are needed.
- b) Plant and book sale/Essex May Market results - Elizabeth/Sharon. At the May Market, we got two new members, 23 newsletter sign-ups and one offer to do a writers' workshop (plus \$11 toward the community room). At the book/plant sale, we made \$421 and we cleared out some books. This was with the front of the building being torn up, and we didn't have many plants donated this year.
- c) Next events - Radio Play? Hogwarts Junior (a pared-down escape room for children that lasts a half-hour, run by Other Sharyn or Stephanie)? We need a decision on both in the next few weeks. Louisa K. is working on a quilt fundraiser.

3) **Membership Committee** - Leslie Barlow, who is absent

4) **Nominating Committee** - Leslie Barlow, who is still absent

- a) Secretary position in June. The crown has passed to John Matthiessen, who will be approved at the June meeting.
- b) All - intend to continue

4. **Board Education:** None for this meeting

5. **Preparation for June annual meeting:** Special invites; plaque recognizing church; dedication of stairs. The door/porch will be finished in time. We are inviting as many local church members as possible. Discussion about the plaque that will recognize the Ivoryton Congregational church's donation. We'll invite architect, Riggio crew workers, Grayson Metal crew workers, HVAC and electrical people, Trinity Lutheran church members, any other stand-out volunteers, and anyone involved with the renovation. We will spread the word in the usual ways.

The social part of the meeting will start at 6 p.m., with a dedication at 6:30 p.m., followed by a short members meeting at 7 p.m. followed by a brief regular board meeting.

6. **Ivoryton 4th of July parade:** Pencils (Melissa has them.) Marchers line up at 9:30 a.m. July 4 at bottom of Walnut. Everyone steps off at 10 a.m. We have a fancy banner and everything and may also hand out bookmarks.

7. **Adjourn, 8:06 p.m**

Next meeting: 6 p.m., June 25, 2024