

Agenda for Ivoryton Library Regular Board Meeting August 27, 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 June Minutes
 - Approval of July Treasurer's Report
 - Approval of July Director's Report
3. 5K Pumpkin Chase- Corina Pagliuco
4. Committee Reports- status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee- Carol Sullivan
 - a) Community room- progress and timing of estimate for the next phase
 - b) Tree trimming work- responsibility and timing
 - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Membership annual appeal results
 - b) Capital Campaign for Community Room – Louisa and Elizabeth
 - c) Next event- Radio Play?; Simmer pot painting (S. Libby)?
 - 3) Membership Committee- Leslie Barlow
 - 4) Nominating Committee- Leslie Barlow
5. Board Education: None for this meeting
6. New Business
7. Adjourn
Next meeting: September 24th, 7pm.

DRAFT Minutes of Ivoryton Library Regular Board Meeting June 25, 2024

Staff Present: Elizabeth Alvord

Board Members Present: Sharon Lewis, Leslie Barlow, Deb Brown, Susan Campbell, Diane Day, Louisa Ketron, Kathy Marois, John Matthiessen, Carol Sullivan, Claire Tiernan

Absent: Michael Lennon, Melissa Ozols, James Spallone

1. Call to order 7:21.
2. Consent Agenda - All unanimously approved.
 - 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

Building and Grounds Committee - Carol Sullivan

Carol can now transfer funds from the investment account to Essex Savings Bank without delay.

- a. Front steps- progress and feedback

The casing of front door needs to be finished.

- b. Community room- progress and timing of estimate for the next phase

Window and door replacement is in progress. "Finish work" quote will be the next step

Other building and grounds items:

Carol: Please make sure Eagle Scout will finish butterfly garden. Outdoor corner masonry needs work --

Carol will follow up with Gary Riggio

Kathy is looking into getting front trees trimmed to protect wires and the trees.

Fundraising Committee - Louisa Ketron, John Matthiessen

- a. Building Community at the Ivoryton Library (Capital Campaign for Community Room)

Elizabeth has made a \$20K thermometer to show fundraising progress.

Elizabeth has plans for social media.

Elizabeth will do a press release plan for tonight's ceremony.

Discussion of corporate asks for capital campaign.

- b. Next events-

- Radio Play *Still Life* by Louise Penny. Frank Schiavone has committed.
- Hogwarts Junior - kids' version of Hogwarts escape room. Elizabeth will confirm staff's interest in running it and then select dates.
- Pumpkin Chase 5K: Oct. 19.
- Louisa Ketron is preparing a quilt fundraiser involving kits.
- Stacia Libby offered to do "simmer pot painting" fundraising activity.

Membership Committee- Leslie Barlow

Board Members will have the option of distributing postcards to their neighbors to encourage them to become members and/or contribute to the capital campaign.

Nominating Committee- Leslie Barlow no action needed

4. Board Education: None for this meeting
5. Ivoryton 4th of July Parade participation plan: pencils (Melissa); banner
6. No new Business
7. Adjourn at 8:01.
Next meeting: no meeting in July; August 27th, 7pm.

Ivoryton Library Association					
Profit & Loss					
July 1, 2024 to August 21, 2024					
Account Name	<u>FYTD Actual</u>	<u>FYTD Budget</u>	<u>Better/(Worse) Budget</u>	<u>2023-24 Budget</u>	Percent of Year
Membership Dues	8,570				0.142
Contibution Income, other					
Childrens' Program	131				
Grants	15,000				
Donations Other/ Memorials	268				
Total Contributions	23,969	3,550	20,419	25,000	
Fundraising				12,900	
Mugs, Cookbook, Tote,Magnets					
Book Plant Bake Sale					
Book Income	147	142	5	1,000	
Run Fundraiser					
Escape Room					
Community Room	1,600				
Total Fundraising Income	1,747	1,974	(227)	13,900	
Town Support	32,115	17,253	14,862	121,500	
Total Income	57,885	22,777	35,108	160,400	
Expenses					
Payroll	193				
Bank Service Charges	8				
Grounds/Maintenance	31,734	852	(30,882)	6,000	
Dues/Passes		128	128	900	
Fees/Licensing	1,000		(1,000)		
Fundraising				3,000	
Insurance	970	895	(75)	6,300	
Library Supplies(books, mags,	1,742	2,201	459	15,500	
LION	2,937	1,633	(1,304)	11,500	
Office Supplies/PostageMisc	1,614	497	(1,117)	3,500	
Payroll Taxes	23	994	971	7,000	
Printing	569	256	(313)	1,800	
Professional Fees	300	767	467	5,400	
Program Expenses	375	213	(162)	1,500	
Utilities	838	1,420	582	10,000	
Wages	8,300	12,496	4,196	88,000	
	50,410	22,351	(28,059)	160,400	
Net Income	7,475				

THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank
as of August 26, 2024

ESB Checking (X8426)	\$	94,716.63
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	1,028.33
ESB Checking 01 (debit card) (X8841)	\$	155.30
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	722.41
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Available Funds for Operations	\$	96,622.67

IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	5/31/24	7/31/24/30/24
Cash, Money Funds & Bank deposits	\$38,629.28	\$31,207.46
Mutual Funds	\$910,113.35	\$ 934,326.65
Account Total	\$948,742.63	\$965,534.11

Ivoryton Library Director's Report August 2024

Our beautiful new "Ivoryton" window has been delivered and installed in front of the circulation desk window. Diane Blasius is the artist who also created the elephant window over the French doors.

Upcoming programs

Adult Craft Night Wednesday, September 25, 6:30. Macrame Leaf

4-week Memoir Writing workshop with Caroline Joy Adams, Mondays, 6-8pm, September 9-30.

Children's Room

Library Card sign-up month. Giveaways with new card.

Weekly drop-in crafts

Music with Miss Jessica begins Sept 11 and runs monthly

Other

On Thursday, October 10, the Ivoryton Library will host a cocktail hour for the PGN library in Old Lyme before a performance of Alabama Story at the Ivoryton Playhouse. PGN will do all the work and provide all the food and drink; we just open our library for them. And market the event in our newsletter.

7 registrations for the Ivoryton Pumpkin Chase and we haven't even started marketing.

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We have received the \$15,000 check for the Kitchings Family Foundation.

We have raised just under \$2,000 for the Community Room