

Agenda for Ivoryton Library Regular Board Meeting September 24, 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. 5K Pumpkin Chase- Corina Pagliuco
 - Registration progress
 - T-shirt sponsorship progress- \$2400
 - Race coordination- anything to be addressed
 - Race day volunteers and responsibilities
3. Consent Agenda
 - Approval of Aug Minutes
 - Approval of Sep Treasurer's Report
 - Approval of Sep Director's Report
4. Committee Reports- status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee- Carol Sullivan
 - a) Community room- finish work estimate; summary of costs to date; outfitting the room
 - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Membership annual appeal progress report- Elizabeth
 - b) Capital Campaign for Community Room – Louisa and Elizabeth
 - c) Simmer pot painting (S. Libby)?
 - d) Quilt fundraiser- Louisa
 - e) Ben and Jerry's days- Louisa
 - 3) Membership Committee- Leslie Barlow
 - 4) Nominating Committee- Leslie Barlow
5. Community Room Draft Policy- for your attention only; discussion at October meeting
6. Board Education: None for this meeting
7. New Business
 - Ivoryton Pumpkin Festival- decision needed re: Trunk or Treat participation
 - Ivoryton Brooms
8. Adjourn
Next meeting: October 22nd, 7pm.

DRAFT Meeting Minutes Ivoryton Library Regular Board Meeting August 27, 2024

Board members present: Leslie Barlow, Deb Brown, Diane Day, Sharon Lewis, John Matthiessen, Melissa Ozols, Carol Sullivan

Staff present: Elizabeth Alvord

Absent: Louisa Ketron, Kathy Marois, James Spallone, Claire Tiernan

1. Meeting called to order 7:00.

2. Corina (senior) & Cami (sophomore) Pagliuco – Pumpkin Chase is Oct. 19.

Race permissions and support logistics are in good shape. Geoff Mateski is coming to the green to play music. Some t-shirts left over, ordering new t-shirts.. Price to register is the same. Sponsorship cut-off for getting on the T-shirt is Sep 15.

Actions:

Deb Brown will do the first aid table.

Kathy Marois and **Leslie** will get donations of gift cards/food. Melissa noted that with enough notice COSTCO will donate a \$50 gift card for food purchases for events.

Elizabeth B to follow up with CT Water regarding the Water Buffalo

Sharon- t-shirt sponsorship asks and spreadsheet

Sharon- winner gift certificate ask to Pursuit of Pastry for pie

Sharon- compostable bags for waste collection

Corina and Elizabeth- double check the cost of t-shirts and how much we are selling them for online

Elizabeth- cap registration at 250

3. Consent Agenda - all unanimously approved.

Approval of June Minutes.

Approval of July Treasurer's Report. Lots of money in the checking account because Gary Riggio has not yet cashed a payment. Sharon Lewis made some edits.

Approval of July Director's Report.

4. Committee Reports- status, membership, recommendations, decisions needed

a. Building and Grounds Committee- Carol Sullivan

Community room- **Carol/Elizabeth-** Request "Finish Work" estimate to have in hand

for discussion at September Board Meeting

Tree trimming work- responsibility and timing. Leslie and Kathy Marois got estimates.

Board voted unanimously to spend up to \$600 on dogwood tree (along Main St) trimming in the timeframe that is best for the health of the trees.

b. Fundraising Committee- Louisa Ketron, John Matthiessen

- i. Membership annual appeal results: \$9,700 (Up ~\$2,000 from last year at this time!)

Elizabeth- put membership appeal in *Essex Events* and social media.

Sharon- coordinate follow-up emails to past members that have not yet donated.

Capital Campaign for Community Room – Louisa and Elizabeth

Elizabeth- Corporate ask letter will go out soon and to be included in social media

- ii. Radio Play will not be pursued this year due to actor availability and timing.
- iii. Quilt fundraiser – further discussion in September
- iv. Simmer pot painting- **Elizabeth** to follow up with S. Libby regarding feasibility

c. Membership Committee- Leslie Barlow (As noted in appeal results)

d. Nominating Committee- Leslie Barlow (No need currently.)

5. Board Education: None for this meeting

6. New Business

- Trinity Church asked if we have tasks for their “God’s Work, Our Hands” volunteer program. **Elizabeth-** follow up with Trinity regarding yard work needs.
- **Elizabeth** will issue a press release and social media on the library’s new stained glass window.

Adjourned at 8:08

Next meeting: September 24th, 7pm.

THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank
as of September 21, 2024

ESB Checking (X8426)	\$	30,488.82
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	1,028.50
ESB Checking 01 (debit card) (X8841)	\$	835.42
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	722.51
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Available Funds for Operations	\$	33,075.27

IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	8/31/24	7/31/24/30/24
Cash, Money Funds & Bank deposits	\$20,751.76	\$31,207.46
Mutual Funds	\$932,565.22	\$ 934,326.65
Account Total	\$953,316.98	\$965,534.11

Ivoryton Library Association						
Profit & Loss						
July 1, 2024 to September 20, 2024						
Account Name	FYTD Actual	FYTD Budget	Better/(Worse) Budget	2023-24 Budget	Percent of Year	
Membership Dues	10,160			17,000	0.225	
Contibution Income, other						
Childrens' Program	131					
Grants	15,000			16,000		
Donations Other/ Memorials	2,352			13,000		
Total Contributions	27,643	10,350	17,293	46,000		
Fundraising				5,000		
Other (copies,replacements, i	65					
Book Plant Bake Sale						
Book Income	172	383	(211)	1,700		
Run Fundraiser	1,050					
Escape Room						
Community Room	1,810					
Total Fundraising Income	3,097	1,508	1,590	6,700		
Town Support	32,115	28,904	3,211	128,463		
Total Income	62,909	40,762	22,147	181,163		
Expenses						
Payroll	260					
Bank Service Charges	35					
Grounds/Maintenance	52,555	2,025	(50,530)	9,000		
Dues/Passes		158	158	700		
Fees/Licensing	1,516		(1,516)			
Fundraising	585			3,500		
Insurance	2,750	1,013	(1,738)	4,500		
Library Supplies(books, mags,	1,658	3,656	1,998	16,250		
LION	2,937	2,588	(350)	11,500		
Office Supplies/PostageMisc	1,924	1,575	(349)	7,000		
Payroll Taxes	23	1,575	1,552	7,000		
Printing	594	630	36	2,800		
Professional Fees	600	1,215	615	5,400		
Program Expenses	375	585	210	2,600		
Utilities	1,400	2,250	850	10,000		
Wages	16,241	22,500	6,259	100,000		
	83,193	39,769	(43,424)	180,250		
Net Income	(20,284)					

Ivoryton Library Director's Report September 2024

Upcoming programs

Adult Craft Night Wednesday, September 25, 6:30. Macrame Leaf. Next ACN will be Nov. 6.

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

Genealogy Research class attended by 5 people. This group will now meet monthly on Wednesdays to discuss progress and problems.

Children's Room

Music with Miss Jessica October 9, 10:30

National Dessert Day October 14, 10am-12n

Ivoryton Pumpkin Chase, Storytime during 5K

Mini Pumpkin craft October 24, 2-4pm

Other

On Thursday, October 10, the Ivoryton Library will host a cocktail hour for the PGN library (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. I will be in attendance.

And the on Friday, October 19, we will do the same for the Brainerd Library (Haddam.)

We have been given a gift of \$335 for a one-year subscription of the Sunday edition of the New York Times. Beginning this month.

We will be collecting food again for the Region 4 Backpack Program during October and November.

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We received the check for \$2,000 from Audrey Lyons' estate.

Ivoryton Library Community Room Use Policy - DRAFT

The Ivoryton Library views the use of meeting rooms as an extension of its mission to serve the community's access to information and public discourse. The Library welcomes the use of the Community Room for educational, cultural, information exchange, technology or civic meetings and programs. The Community Room may not be used for private parties, political fundraisers or fundraising activities.

GENERAL

Room availability will be considered regardless of the beliefs, affiliations or viewpoints of a requesting group's individual members. However, the position of the Library is to not endorse the activities or viewpoints of meeting space applicants. This position of non-endorsement is to be clearly stated in all publicity for the meeting, including oral pronouncements and printed literature. "The Ivoryton Library, in allowing the use of its Community Room, does not endorse any specific group, its beliefs or its speech." Persons who attend meetings in the Community Room must adhere to the Ivoryton Library Patron Behavior Policy.

Groups wishing to reserve the Community Room must fill out the Ivoryton Library Community Room Use Application and reserve desired time in the Community Room calendar.

The Community Room can be used during Library hours if it is not reserved; check with librarian first.

Use of the Community Room outside of Library hours must be reserved. Meetings cannot begin before 8am and must be finished by 10pm, including clean-up. After-hours use is for the Community Room ONLY; the rest of the library, including the restroom, will be unavailable.

Library sponsored events receive priority in scheduling. The availability of meeting space at all other times shall be on a first-come, first-served basis.

If the group wishes to use any library audio-visual equipment, the user will be held responsible for any damage to hardware.

ROOM USE

The room has a capacity of XX per order of the Essex Fire Marshall. (TBD)

Youth groups may use the program rooms if they are accompanied by an adult supervisor who assumes fully responsibility for the entire time they are in the library.

Covered, non-alcoholic drinks are allowed, but food is not permitted in the library unless authorized by the Board for a Library-sponsored event. Each group is responsible for returning the program/study room to its original condition and is responsible for any damage to the area's content. Monetary remuneration will be assessed commensurate with the damage.

No fees are charged for use of the room; however, donations to the Library are welcome. The Library should be notified in the event that a reserved room is not needed.

Exceptions to this policy may be made at the discretion of the Library Director and the Library reserves the right to cancel any meeting if deemed necessary. Any organization violating this policy may be asked to leave and/or be denied future use of the facilities.