

Agenda for Ivoryton Library Regular Board Meeting October 22, 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
 - Fundraising results and lessons learned for next year
3. Consent Agenda
 - Approval of Sep Minutes
 - Approval of Oct Treasurer's Report
 - Approval of Oct Director's Report
4. Executive Director Search Process- for review of proposal, discussion and approval
5. Community Room Draft Policy- for review, discussion and approval
6. Committee Reports- status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee- Carol Sullivan
 - a) Community room-
 - summary of costs to date- Carol
 - outfitting the room list and budget- Elizabeth
 - 1) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Capital Campaign for Community Room – Louisa and Elizabeth
 - b) Simmer pot painting w/ S. Libby- Elizabeth
 - c) Quilt fundraiser- Louisa
 - d) 2025 Community Investment Program with Essex Savings Bank- application
 - 2) Membership Committee- Leslie Barlow- no discussion
 - 3) Nominating Committee- Leslie Barlow- no discussion
7. Board Education: None for this meeting
8. New Business
9. Adjourn

Next meeting: November 26th, 7pm.
No Meeting in December

DRAFT MEETING MINUTES Ivoryton Library Regular Board Meeting

September 24, 2024, 7:00PM

Present: Michael Lennon, Deb Brown, Sharon Lewis, James Spallone, Diane Day, Kathy Marois, Carol Sullivan, Louisa Ketron, John Matthiessen, Claire Tiernan

Absent: Leslie Barlow, Melissa Ozols

1. Called the general meeting to order at 7:01.
2. 5K Pumpkin Chase- Corina & Cami Pagliuco - T-shirts ordered, will sell for \$10. Geoff Matesky contacted for music. Registration progress: 20-25 so far. T-shirt sponsorship progress- 17 sponsors for \$2400. Race coordination - Permits acquired. Gift cards in hand. Water buffalo coming from Connecticut Water Company. Race day volunteers and responsibilities. Kathy Marois is managing food.
3. Consent Agenda - unanimously approved
 - Approval of Aug Minutes
 - Approval of Sep Treasurer's Report
Sharon asked for correction of date for the budget column. Also suggests footnote under Grounds and Maintenance for Ivoryton Congregational Church gift of \$51,000 and expenditure (Budget was only \$9,000.)
 - Approval of Sep Director's Report
Elizabeth: Genealogy class will start meeting monthly beginning Oct. 9.
4. Committee Reports- status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee- Carol Sullivan.
 - a) Community room- Almost finished – electrician needs to fix the sockets and one light. \$2,000 to finish flooring.
 - **Elizabeth to get from Gary the final budget and final bill (for both the front porch and community room) before the board's October meeting.**
 - **Elizabeth to provide a list/budget to outfit the room (chairs etc) for the October board meeting.**
 - **Motion unanimously approved for \$2000 to complete flooring in community room.**
 - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Membership annual appeal progress report- Elizabeth: Budget was \$17K, we are at \$10K and \$2K ahead of last year at this time.
 - b) Capital Campaign for Community Room – Louisa and Elizabeth \$1,810 so far. Will promote on social media and send out corporate ask letter.
 - c) Simmer pot painting (S. Libby)? **Elizabeth will follow up.**
 - d) Quilt fundraiser- Louisa has contacted someone to assemble the quilt. Aim is to have it ready for display and raffle sales in the library by November. 72" x 90"
 - e) Ben and Jerry's days- Louisa learned from Saybrook Chamber of Commerce and B&J are new members. Weeknights 4-9 p.m. and 10-20% of sales for the night go

to a non-profit. Must be on a weeknight. Someone from IL has to be there for the event. We can also post promotional fliers. Must be Sept.-May. **Louisa will propose a May date** to them given the season and other October events for ILA.

- 3) Membership Committee- Leslie Barlow (absent no new discussion)
- 4) Nominating Committee- Leslie Barlow (absent, no new discussion)
5. Community Room Draft Policy- Elizabeth prepared a draft policy for review in preparation for Oct. meeting- discussion and approval.
6. Board Education: None for this meeting
7. New Business
 - Ivoryton Pumpkin Festival- decision needed re: Trunk or Treat participation. Only open to Ivoryton Alliance members. Ivoryton witches will judge the winning trunk. IL will participate through Haunted Library as planned and not do any handouts.
 - Ivoryton Brooms deadline is Oct. 4.
8. Adjourned at 7:58.
Next meeting: October 22nd, 7pm.

Ivoryton Library Association					
Profit & Loss					
July 1, 2024 to October 19, 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	10,860			17,000	0.304
Contibution Income, other	100				
Childrens' Program	131				
Grants	15,000			16,000	
Donations Other/ Memorials	2,352			13,000	
Total Contributions	28,443	13,984	14,459	46,000	
Fundraising				5,000	
Other (copies,replacements, i	82				
Book Plant Bake Sale					
Book Income	242	517	(275)	1,700	
Run Fundraiser	2,260				
Escape Room					
Community Room	1,940				
Total Fundraising Income	4,524	2,037	2,487	6,700	
Town Support	32,115	39,053	(6,938)	128,463	
Total Income	65,136	55,074	10,062	181,163	
Expenses					
Payroll	260				
Bank Service Charges	35				
Grounds/Maintenance	52,327	2,736	(49,591)	9,000	
Dues/Passes		213	213	700	
Fees/Licensing	2,057		(2,057)		
Fundraising	585			3,500	
Insurance	3,208	1,368	(1,840)	4,500	
Library Supplies(books, mags,	2,807	4,940	2,133	16,250	
LION	5,120	3,496	(1,624)	11,500	
Office Supplies/PostageMisc	1,953	2,128	175	7,000	
Payroll Taxes	23	2,128	2,105	7,000	
Printing	594	851	257	2,800	
Professional Fees	950	1,642	692	5,400	
Program Expenses	375	790	415	2,600	
Utilities	1,781	3,040	1,259	10,000	
Wages	24,572	30,400	5,828	100,000	
	96,387	53,732	(42,655)	180,250	
Net Income	(31,251)				

THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank
as of October 19, 2024

ESB Checking (X8426)	\$	21,921.54
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	1,028.68
ESB Checking 01 (debit card) (X8841)	\$	458.38
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	722.65
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Available Funds for Operations	\$	24,131.25

IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	8/31/24	9/30/24
Cash, Money Funds & Bank deposits	\$20,751.76	\$21,478.02
Mutual Funds	\$932,565.22	\$947,926.13
Account Total	\$953,316.98	\$969,404.15

Ivoryton Library Director's Report October 2024

Upcoming programs

Haunted Library October 26 4:30-6:30.

Next Adult Craft Night will be Nov. 6.

Memoir Writing Group is now meeting monthly on Wednesday evenings without the teacher.

Genealogy Research class attended by 1 person. I think this discouraged the teacher. I have not heard from him regarding another class.

Stacia Libby will be doing a Simmer Pot/Yule program for us in December as our Adult Craft Night.

Children's Room

Music with Miss Jessica November 13, 10:30

November 7, drop in Eric Carle craft, 2-4pm

Other

Library hosted two cocktail parties for old Lyme and Haddam libraries. Guests were very complimentary about our library. Libraries were very appreciative.

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

I have sent an email asking Child and Family whether they want us to collect toys in November and December.

We are hosting the next Ivoryton Alliance meeting October 29 at 5:30 in the new Community Room

Pumpkin Chase

128 5K runners
13 Kids runners
57 T-shirts sold online
~8 T's sold day-of; ~10 previous year shirts sold day of

Income

Kids run - \$65
5K - \$2890
T-shirts sold online - \$570

Sponsors

15 @ \$150 - \$2,250

Total cash - \$5255 (+ T's sold day-of)

In-kind sponsors

Big Y - \$25
Stop \$ Shop - \$50
Costco - \$50
Scott's Orchards – 75 apples
Ivoryton Tavern - \$50 Gift Certs

Expenses:

T-shirts - \$875.50
Dunkin GCs for prizes: \$110

Safety Pins - \$7
Small Pumpkins for Kids runners - \$20
Candy for kids run - \$10

(Other expenses?)
Total - \$1022.50

Net Profit - \$4232.50

September 2025

Ivoryton Library Association

Board of Trustees

Sharon Lewis, President

This letter is my official notification that my last day of work at the Ivoryton Library will be Friday, February 28, 2025. On that day, I plan to retire.

It has been my very great pleasure to serve the Ivoryton Library and its patrons for the past 25 years, as children's librarian, then assistant director and as director since 2012. I am grateful for the friends I have made during my time here and for the support I have always received from the Board of Trustees.

Please let me know what I can do to help you in your search for a new director. I plan to work right up until my retirement date and will be happy to help you make a smooth transfer.

During my tenure, I am proud to have overseen the expansion of the library's collections and services. Our collections are current and organized. The Local History room is fully indexed. Our building and grounds are well kept. Our staff is knowledgeable and responsive to the public. I am confident that the library is in a strong position to continue serving the community well into the future.

With my very highest regards,

A handwritten signature in black ink, reading "Elizabeth Alvord". The script is cursive and fluid, with the first name "Elizabeth" written in a larger, more prominent style than the last name "Alvord".

Elizabeth Alvord

Ivoryton Library

Proposed Executive Director Search Process and Timing- 2024

Notify staff (Elizabeth)	October 22 or a day or two in advance
Notify Board (Sharon)	October 22 nd Board Meeting
Seek Board approval of the Exec Committee recommended process and proposed Search Committee	October 22 nd Board Meeting
Seek Board approval of the job description and qualifications	October 22 nd Board Meeting
Post the position and open the search	November 1 2024
<ul style="list-style-type: none">• Post to library listserv (Elizabeth)	
<ul style="list-style-type: none">• Post to CTlibrarians.org/job (EA or Sharon)	
<ul style="list-style-type: none">• Post to Indeed (EA or Sharon)	
<ul style="list-style-type: none">• Submit Valley Courier press release (Sharon)	
<ul style="list-style-type: none">• Notify town selectman and Essex Library (Elizabeth)	
Finalize the Search Committee: Exec Committee plus 2 members at large	By November 11 2024
Begin interviewing candidates (i.e. not a rolling interview process- hold candidates until Dec 1)	December 1 2024
<ul style="list-style-type: none">• Screening of resumes with notes (Elizabeth)	As they come in
<ul style="list-style-type: none">• Search Committee review of resumes/notes for 1st pass selection	December 2 2024
<ul style="list-style-type: none">• Brief phone interview with select candidates for alignment of expectations (Sharon and Elizabeth?)	By December 6 2024
<ul style="list-style-type: none">• Search Committee schedules and holds in-person interviews	By December 24 2024 (depending on quality of candidates late applications can be included in January)
Seek Board approval for the Search Committee's recommended candidate and offer the position	January 2024
Overlap of current and new ED	2 weeks prior to retirement date
Retirement date	February 28 2025

Job Description

Ivoryton Library Executive Director

General Statement of Duties: Directs a small but busy public library, including daily operations, programming, and long-term planning for the effective administration of library activities. Reports to the Ivoryton Library Board and supervises a staff of 4.

The Ivoryton Library, located in Ivoryton, Connecticut, is a vital community resource with a rich history dating back to 1871. Serving a population of about 1,125 households as well as the broader community, the library operates with an annual budget of approximately \$180,000. It offers a diverse collection of books, digital media, and periodicals, along with a variety of programs for patrons of all ages. As a hub of learning and culture, the library plays a critical role in the life of Ivoryton.

Experience and Education: Master's degree in Library Science from an accredited college or university preferred, plus public library administration experience.

Qualifications: Flexible and versatile administrator able to organize and coordinate adult services, programming, reference and cataloging, building maintenance, and other responsibilities. Expertise in public library management, including current trends in library services and emerging library technologies. Strong verbal and written communication skills, including enthusiastic, positive engagement with a busy local community; ability to establish and maintain collaborative and productive working relationships with the library board, staff of the Ivoryton Library and sister institutions, patrons, volunteers, town officials, leaders of local businesses and nonprofits, and the general public. Proficiency in the operation of a personal computer and the use of software such as Microsoft Office and proprietary library automation systems, including Sierra ILS and others.

Salary commensurate with experience.

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.