

Agenda for Ivoryton Library Regular Board Meeting November 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 Oct Minutes
 - Approval of Nov Treasurer’s Report
 - Approval of Nov Director’s Report
3. Executive Director Search Process-
 - progress update (Sharon)
 - Finance Committee salary input (Carol)
4. Committee Reports- status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee- Carol Sullivan
 - a) Community room- final details; utilization- Elizabeth
 - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Capital Campaign for Community Room – Louisa and Elizabeth
 - b) Quilt fundraiser- Louisa
 - 3) Membership Committee- Leslie Barlow- no discussion
 - 4) Nominating Committee- Leslie Barlow- no discussion
5. Board Education: None for this meeting
6. New Business
7. Adjourn
Next meeting: No Meeting in December; January 28th 2025, 7pm

DRAFT Minutes for Ivoryton Library Regular Board Meeting October 22, 2024, 7:00 p.m.

Staff present: Executive Director Elizabeth Alvord

Board members present: Leslie Barlow, Deb Brown, Diane Day, Louisa Ketron, Sharon Lewis, Kathy Marois, John Matthiessen, Melissa Ozols, James Spallone, Carol Sullivan, Claire Tiernan

Absent: Michael Lennon

1. Call to order 6:59 p.m.

2. 5K Pumpkin Chase- Corina Pagliuco (not present)

Cammy Pagliuco is taking over next year. We need a binder with all our race procedures in it. Elizabeth will schedule a debrief with Corina.

Fundraising results: details in this month's Director's Report. \$4232.50 netted.

Lessons learned for next year: Need more devices/people to register runners and give out bibs. Fewer shirts needed. Need a committee.

3. Consent Agenda -- all unanimously approved.

- Sept. Minutes- **correction** to note that Deb was not present
- Oct. Treasurer's Report comments: **Actions:**
 - **Carol-** add footnote regarding Grounds and Maintenance expenses over budget per Sharon's request.
 - **Carol-** Board needs to review draft 990 before it is submitted.
 - **Carol-** discuss with Finance Committee whether an audit is recommended or not.
- Oct. Director's Report- no changes

4. Executive Director Search Process- for review of proposal, discussion and approval.

The board reviewed the proposed process:

- Job posting and collect resumes in November. **Add-** Reach out to institutions such as SCSU degree program alumni.
- Interview in December.
- Make an offer in January, with hopes of overlapping with Elizabeth for two weeks in February.
- **Add- Elizabeth, in the notification to the town selectman, refer to the potential increase in budget requirements due to salary demands**
- **Add- Finance Committee- review the CT salary range for the position vs current salary to provide guidance to the Board on what the Library can afford**
- Board approval of the Executive Committee recommended process and proposed Search Committee with above suggested additions. **Unanimously approved.**

-Board approval of the job description and qualifications. **Unanimously approves with below changes:**

- Master's degree preferred; bachelor's degree and library experience required. We may have to pay more and offer benefits. Supervisory experience preferred. Rephrase "personal computer" sentence at the end of the "qualifications" paragraph and add "familiarity with internet resources" and identifying resources.

5. Community Room Draft Policy- for review, discussion and approval

Add: Any group requesting to use the Community Room must have at least one Ivoryton Library Member in good standing; "board authorization" change to "director authorization"; and change "program/study room" to "community room" (third to last paragraph.)

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

1) Building and Grounds Committee - Carol Sullivan

Community room

- Summary of costs to date- Carol. Just under \$80,000. Repairing the children's room interior door is the last outstanding construction cost. The Board was reminded that a portion of the costs were structural repairs that addressed concerns with the supports and electrical.
- Outfitting the room list and budget - Elizabeth. 15-18 folding chairs and maybe a table. Expected ~\$500.
- Front entrance renovation was \$34,000.
- The additional \$16,000 donation from the Ivoryton Congregational Church as been applied to the Community Room

2) Fundraising Committee - Louisa Ketron, John Matthiessen

- a) 2025 Community Investment Program with Essex Savings Bank- application has been submitted
- b) Capital Campaign for Community Room – Louisa and Elizabeth- corporate ask letters are the next step and will go out soon. Current contributions are at ~\$2K.
- c) Simmer pot craft with S. Libby- Elizabeth. Hygge vibe to be held in Dec (will not be a fundraiser)
- d) Quilt fundraiser- Louisa. Creating and will be ready to display by Nov. 15.

3) Membership Committee - Leslie Barlow- no discussion

4) Nominating Committee - Leslie Barlow- no discussion

7. Board Education: None for this meeting

8. No new business

9. Adjourn at 8:15.

Next meeting: November 26th, 7pm.

No Meeting in December

Ivoryton Library Association						
Profit & Loss						
July 1, 2024 to November 19, 2024						
Account Name	<u>FYTD Actual</u>	<u>FYTD Budget</u>	<u>Better/(Worse) Budget</u>	<u>2023-24 Budget</u>	<u>Percent of Year</u>	
Membership Dues	11,450			17,000	0.389	
Contibution Income, other	100					
Childrens' Program	131					
Grants	15,000			16,000		
Donations Other/ Memorials	2,860			13,000		
Total Contributions	29,541	17,894	11,647	46,000		
Fundraising				5,000		
Other (copies,replacements, i	71					
Book Plant Bake Sale						
Book Income	462	661	(199)	1,700		
Run Fundraiser	4,960					
Escape Room						
Community Room	1,990					
Total Fundraising Income	7,483	2,606	4,877	6,700		
Town Support	64,231	49,972	14,259	128,463		
Total Income	101,309	70,472	30,837	181,163		
Expenses						
Payroll	395					
Bank Service Charges	49					
Grounds/Maintenance	72,158	3,501	(68,657)	9,000	\$71,000 for steps & comm. room	
Dues/Passes	200	272	72	700		
Fees/Licensing	2,668		(2,668)			
Fundraising	1,328			3,500		
Insurance	3,798	1,751	(2,048)	4,500		
Library Supplies(books, mags,	3,839	6,321	2,482	16,250		
LION	5,866	4,474	(1,393)	11,500		
Office Supplies/PostageMisc	2,352	2,723	371	7,000		
Payroll Taxes	680	2,723	2,043	7,000		
Printing	618	1,089	471	2,800		
Professional Fees	2,725	2,101	(624)	5,400		
Program Expenses	557	1,011	454	2,600		
Utilities	2,176	3,890	1,714	10,000		
Wages	33,156	38,900	5,744	100,000		
	132,170	68,756	(63,414)	180,250		
Net Income	(30,861)					

THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank
as of November 22, 2024

ESB Checking (X8426)	\$	41,817.91
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	1,028.86
ESB Checking 01 (debit card) (X8841)	\$	233.77
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	722.77
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Available Funds for Operations	\$	43,803.31

IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	10/31/24	9/30/24
Cash, Money Funds & Bank deposits	\$4,175.34	\$21,478.02
Mutual Funds	\$935,302.24	\$947,926.13
Account Total	\$939,477.58	\$969,404.15

Ivoryton Library Director's Report November 2024

Upcoming programs

Ivoryton Illuminations: Saturday, December 7, 5:30-8:00pm. Letter writing to Santa. Sharon, Carol, John and Alex M will run this.

Adult Craft Night with Stacia Libby: Yule Simmer Pot: Monday, December 16, 6:30pm

Adult Craft Afternoon: Create a reading journal for the New Year: Sunday, December 29, 2:00pm

Adult Craft Night: Wednesday, January 22, 6:30 Craft TBD

Children's Room

TBD

Other

Donation of \$100 from the American Legion, LaPlace-Champlon Post 18 (Essex area)

Holiday Hours:

Wednesday, November 27: 9am-4pm

Thursday, November 28, closed

Friday, November 29, closed

Tuesday December 24, 9am-2pm

Wednesday, December 25, closed

Thursday, December 26, closed

Wednesday, January 1, closed