

Agenda for Ivoryton Library Regular Board Meeting February 25, 2025, 7:00PM

Executive Director: Elizabeth Alvord, Colleen Goodrich

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 (PositionTerm)

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. Welcome Colleen Goodrich
 3. Consent Agenda
 - a) Approval of Jan Minutes
 - b) Approval of Feb Treasurer's Report
 - c) Approval of Feb Director's Report
 4. Committee Reports- status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee- Carol Sullivan
 - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Capital Campaign for Community Room – Elizabeth
 - b) Quilt fundraiser- Louisa
 - c) Brick fundraiser- Claire
 - d) Escape room- Sharon and Elizabeth
 - 3) Membership Committee- Leslie Barlow- no discussion
 - 4) Nominating Committee- Leslie Barlow
 - a) June transitions- VP, Treasurer, open seats
 5. Board Education: None for this meeting
 6. Plan for Essex Library Volunteer Expo
 7. New Business- joint meeting with Essex Library Board; nomination for CT State Library Excellence in Public Library Award; February governance calendar- employee compliance
 8. Thank You Elizabeth Alvord
 9. Adjourn
- Next meeting: March 25th 2025, 7pm**

Agenda for Ivoryton Library Regular Board Meeting January 28, 2025

Board members present: Leslie Barlow, Michael Lennon, Deb Brown, Sharon Lewis, Diane Day, Carol Sullivan, John Matthiessen, Claire Tiernan

Absent: Melissa Ozols, Kathy Marois, James Spallone, Louisa Ketron

Staff members present: Elizabeth Alvord

1. Call to order: 7:04
2. Hiring update: Colleen Goodrich accepted the package the board offered and starts Feb 17. The Search Committee was recognized for their efforts!
3. Consent Agenda: Approval of Nov. Minutes, approval of Jan. Treasurer's Report (with revised header), approval of Jan. Director's Report all unanimously approved.
Elizabeth mentioned: vote for the library if you have an account at Essex Savings Bank.
Discussion of a future library volunteer group to be called The Booklice.(a name which John made up and won't stick). Elizabeth said Oscar Shorts event could happen. Saturday Feb. 15 is Coffee with a Cop. Acknowledged that E. Bartlett had secured 2 grants in support of the Children's resources.
4. 2024 Accomplishments Toward Goals - Sharon and Elizabeth
 - Some progress but we have not hit all our numbers; we've exceeded in some areas. Acknowledged that the renovation efforts took up a lot of time and meant some goals needed to be deferred.
 - Sharon recommends that 2025 goal setting are deferred to May to allow Colleen to get up to speed and provide input and to align the goals with the fiscal year (2025/26) going forward to make tracking of the financial accomplishments easier.
5. 2025/26 Budget and Funding Sources - Carol and Sharon
 - We are asking the town for a 6% increase over what was received for 2024/2025. \$136,000 request has been submitted and the Town usually notifies us in May.
 - Board needs to set up a reminder system to make sure we are raising staff salaries annually. We are currently catching up with staff from missed salary increases from last year. Carol will make sure payroll taxes are withheld.
6. Committee Reports
 - 1) Building and Grounds Committee- Carol Sullivan
 - a) Cornerstone replacement. A cornerstone is missing. Carol spoke to Scott who will replace and grout when it's warmer out.
 - b) Elizabeth recommends we ensure snow removal happens in a timely way by an insured person (to decrease potential liability) for the next winter season.
 - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Capital Campaign for Community Room. We have raised \$2,000 out of a \$20,000 goal.
 - b) Escape Room is Poe's Revenge April 18-27

Actions:

- **EA- Sign for the main room with a Venmo account for donations- change the QR code**

to go the Website donation page.- Sharon will look into methods of using Venmo that are simple when control changes hands often (will ask VRHS booster clubs)

- **Elizabeth/Abbe- Press release for the community room.**
- **Elizabeth- Corporate ask letter.**
- **Keep the fundraising thermometer up until after the corporate ask letter is sent**
- **Brick fundraiser- Carol and Claire volunteered.**
- **Sharon and Elizabeth- determine ticket price increase for Escape Room**
- **Carol and Sharon volunteered to man a table at the Essex Library Volunteer Expo on March 8th. EA to sign us up.**

3) Membership Committee - Leslie Barlow - no discussion.

4) Nominating Committee - Leslie Barlow.

- a) Vice president and treasurer positions and two open seats at the end of June. Phil Beckman, Wendy Jaillet and/or Abbe MacLise are potential candidates.

7. Board Education: None for this meeting.

8. New Business - joint meeting with Essex Library Board. Discussion of a joint effort to clarify what membership means. Future discussion needed on sharing cost of Hoopla. Sharon to schedule for March

- Elizabeth: Tuesday cribbage afternoon in Community Room.
- Feb. 22 goodbye to Elizabeth 1 p.m. to 3 p.m.

9. Adjourned at 8:23.

Next meeting: February 25th 2025, 7pm

Ivoryton Library Association							
Profit & Loss							
July 1, 2024 to February 16, 2025							
Account Name	<u>FYTD</u> <u>Actual</u>	<u>FYTD</u> <u>Budget</u>	<u>Better/(Worse)</u> <u>Budget</u>	<u>2024-25</u> <u>Budget</u>	Percent of Year		
Membership Dues	15,035			17,000	0.633		
Contribution Income, other	2,113						
Childrens' Program	689						
Grants	15,000			16,000			
Donations Other/ Memorials	7,139			13,000			
Total Contributions	39,976	29,118	10,858	46,000			
Fundraising				5,000			
Other (copies,replacements, i	91						
Book Plant Bake Sale							
Book Income	706	1,076	(370)	1,700			
Run Fundraiser	6,045						
Escape Room							
Community Room	2,190						
Total Fundraising Income	9,032	4,241	4,791	6,700			
Town Support	96,347	81,317	15,030	128,463			
Total Income	145,409	114,676	30,733	181,163			
Expenses							
Payroll	2,366						
Bank Service Charges	56						
Grounds/Maintenance	75,500	5,697	(69,803)	9,000	\$71,000 for steps & comm. room		
Dues/Passes/Gifts	759	443	(316)	700			
Fees/Licensing	4,516		(4,516)				
Fundraising	1,750			3,500			
Insurance	4,372	2,849	(1,524)	4,500			
Library Supplies(books, mags,	6,851	10,286	3,435	16,250			
LION	8,808	7,280	(1,529)	11,500			
Office Supplies/Postage/Misc	4,048	4,431	383	7,000			
Payroll Taxes	705	4,431	3,726	7,000			
Printing	716	1,772	1,056	2,800			
Professional Fees	3,675	3,418	(257)	5,400			
Program Expenses	1,142	1,646	504	2,600			
Utilities	6,250	6,330	80	10,000			
Wages	58,174	63,300	5,126	100,000			
	179,688	111,883	(67,805)	180,250			
Net Income	(34,279)						

THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank
as of February 19, 2025

ESB Checking (X8426)	\$	35,150.10
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	1029.39
ESB Checking 01 (debit card) (X8841)	\$	829.46
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	723.14
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Available Funds for Operations	\$	37,732.09

IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	1/31/25	12/31/24
Cash, Money Funds & Bank deposits	\$4,407.03	\$3,750.65
Mutual Funds	\$967,766.26	\$943,643.70
Account Total	\$972,173.29	\$947,394.30

Ivoryton Library Director's Report February 2025

Very smooth transition from Elizabeth to Colleen. Couldn't have been easier.

Upcoming programs

Wheel of the Year celebration with Stacia Libby: Ostara – (3/21 & 3/22) adult egg decorating or floral wreaths

Children's Room

Women's History Month: Books and crafts will focus on American women who dared to be different.

3/2- Read Across America Day

3/4- Mardi Gras Carnival

3/8- Scavenger Hunt with Essex Land Trust & Essex Library

3/11- Pi Day Celebration

3/19-Music with Miss Jessica

3/18- Mae Among the Stars Balloon Rockets

3/25- Gifts from Georgia's Garden Paper Flowers

Other

We switched alarm monitoring services from Valley Shore Emergency monitoring to Dallas Alarms. We have been getting free service for decades but now we have to pay \$480 annually.

Colleen will be creating publicity materials for the Buy a Brick fundraiser to run March 1st-April 15th.

Elizabeth Bartlett received a grant to purchase an iPad to use with an interactive globe in the Children's Room. The iPad has been received.

A zoning permit for a home décor store and small coffee shop with exterior sign has been approved for 104 Main St. (previously Gather). Permit has been issued to Zachary Cohen and Taryn Antoniou/John and Lisbeth Blake.