

Agenda for Ivoryton Library Regular Board Meeting March 25, 2025, 6:00PM

Executive Director: 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 (Position and 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
 - a) Approval of Feb Minutes
 - b) Approval of Mar Treasurer's Report
 - c) Approval of Mar Director's Report
3. Discussion on updates to fixtures and selling of unused fixtures- Colleen **(Board Vote Anticipated)**
4. Proposal to increase the Executive Director's spending limit from \$300 (as noted on Page 18 of the Policies) to \$500, provisionally, in advance of the August review of Policies and By Laws.- Sharon **(Board Vote Anticipated)**
5. 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 – Colleen
 - b) Brick fundraiser- Claire
 - c) Escape room- Sharon
 - 3) Membership Committee- Leslie Barlow- no discussion
 - 4) Nominating Committee- Leslie Barlow
 - a) Board member commitment for 25/26
6. Board Education: Digital resources- Colleen
7. Updates:
 - a) Essex Library Volunteer Expo
 - b) Employee compliance check
8. New Business- April meeting date- Region 4 Spring Break and Escape Room; Board night at Escape Room?
9. Adjourn
Next meeting: April 22 2025, 6 pm

Minutes of Ivoryton Library Regular Board Meeting February 25, 2025, 7:00PM

Staff Present: Executive Director: Elizabeth Alvord (until Feb. 28), Colleen Goodrich

Board Members Present: Leslie Barlow, Deb Brown, Diane Day, Sharon Lewis, Kathy Marois, John Matthiessen, Melissa Ozols, James Spallone, Carol Sullivan, Claire Tiernan

Board Members Absent: Michael Lennon, Louisa Ketron.

- Call to order 7:01
- Welcome Colleen Goodrich. Everyone introduced or reintroduced themselves.
- Consent Agenda unanimously approved.
 - a) Approval of Jan Minutes
 - b) Approval of Feb Treasurer's Report*
 - c) Approval of Feb Director's Report
- Committee Reports- status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee- Carol Sullivan

Carol is working with Scott the Mason looking into fixing the cornerstone and raising the patio a little -- this will happen in warmer weather. Then fixing the garden area. Carol will either find Drew Finkeldey's bill for trimming the tree or send him a note.

- 2) Fundraising Committee- Louisa Ketron, John Matthiessen

- a) Capital Campaign for Community Room – Elizabeth

Action- Elizabeth needs access to the corporate list from Sharon; and will complete the corporate ask letters. **Action-** Elizabeth and Abbe will do a press release for the community room.

- b) Brick fundraiser- Claire.

Carol, Colleen, Elizabeth and Claire met and agreed on a March 1 start date and April 15 end date. Buy a brick for a grad! We cannot set up a table at the Valley musical (*The Unsinkable Molly Brown*) but we can put up a poster and hand out fliers. Discussion of different payment methods.

Action- Elizabeth will look into Square via QR code option. \$100 per brick.

c.) Escape Room will be April 18-27. \$180 for a group of 6 (max). Half-page ad is in the program for the Valley musical.

- 3) Nominating Committee- Leslie Barlow

- a) June transitions- VP, Treasurer, open seats

Jamie and Carol's terms (6 years) expire in June. Melissa Ozols will be VP. Mike Lennon will be treasurer. We need to fill two seats. Phil Beckman, Mara Lavitt, Abbe MacLise, Laura Copeland, and Anne Bishop have all expressed interest.

- Board Education: None for this meeting
- Plan for Essex Library Volunteer Expo on March 8 1-4 -- Elizabeth will register us. Carol would like buildings and grounds volunteers. Colleen will give Carol ideas about volunteer opportunities for indoor work. "Did you know" poster, membership brochures, Escape Room brochure, and Ivoryton Library bookmarks.
- New Business:
 - a) joint meeting with Essex Library Board will be scheduled for Spring.
 - b) Sharon has submitted nomination for the library for CT State Library Excellence in Public Library Award in the category of Community Engagement.
 - c) February governance calendar: Review employee compliance.- Sharon and Colleen will

review

- d) New meeting start time will be 6:00 p.m. to be respectful of Colleen's commute time.
- e) **Action:** Carol will get Colleen a debit card.

- The board officially thanked Elizabeth Alvord for her many years of service.
- Adjourned at 8:00 p.m.

Next meeting: March 25th 2025, 6pm

Ivoryton Library Association							
Profit & Loss							
July 1, 2024 to March 20, 2025							
Account Name	<u>FYTD Actual</u>	<u>FYTD Budget</u>	<u>Better/(Worse) Budget</u>	<u>2024-25 Budget</u>	Percent of Year		
Membership Dues	15,170			17,000	0.721		
Contribution Income, other	2,113						
Childrens' Program	689						
Grants	15,000			16,000			
Donations Other/ Memorials	10,687			13,000			
Total Contributions	43,659	33,166	10,493	46,000			
Fundraising				5,000			
Buy a Brick	300						
Other (copies,replacements, i	218						
Book Plant Bake Sale							
Book Income	706	1,226	(520)	1,700			
Run Fundraiser	6,045						
Escape Room							
Community Room	2,190						
Total Fundraising Income	9,459	4,831	4,628	6,700			
Town Support	96,347	92,622	3,725	128,463			
Total Income	149,465	130,619	18,846	181,163			
Expenses							
Payroll	2,606						
Bank Service Charges	124						
Grounds/Maintenance	75,853	6,489	(69,364)	9,000	\$71,000 for steps & comm. room		
Dues/Passes/Gifts	810	505	(305)	700			
Fees/Licensing	4,521		(4,521)				
Fundraising	1,862			3,500			
Insurance	4,950	3,245	(1,706)	4,500			
Library Supplies(books, mags,	7,628	11,716	4,088	16,250			
LION	8,808	8,292	(517)	11,500			
Office Supplies/Postage/Misc	4,274	5,047	773	7,000			
Payroll Taxes	718	5,047	4,329	7,000			
Printing	716	2,019	1,303	2,800			
Professional Fees	4,055	3,893	(162)	5,400			
Program Expenses	1,510	1,875	365	2,600			
Utilities	10,190	7,210	(2,980)	10,000			
Wages	69,560	72,100	2,540	100,000			
	198,185	127,437	(70,748)	180,250			
Net Income	(48,720)						

THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank
as of March 22, 2025

ESB Checking (X8426)	\$	20,006.25
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	1029.55
ESB Checking 01 (debit card) (X8841)	\$	376.90
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	723.23
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Available Funds for Operations	\$	22,135.95

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	\$3,876.71
Mutual Funds	\$967,766.26	\$961,325.77
Account Total	\$972,173.29	\$965,202.48

Director's Report March 2025

Correspondence

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Out of Guilford

Inquiry for consulting

Square:

"Our standard tap, dip, and swipe rate is changing to 2.6% + 15¢

This won't take effect for you until March 27, 2025. No action is required on your part. However, we want you to be aware that we will automatically extend the current card-present processing rate through December 31, 2025 for any seller with an active, paid software subscription. You can choose to take advantage of this by subscribing by March 26, 2025. See email for details. Add'l terms apply."

Community Foundation of Middlesex County- Congregational Church Ivoryton Library

Endowment Fund distribution check for \$3,248.

The River Valley Fund for Families (CFMC) has announced the beneficiaries of their fundraiser this year will be Essex and Ivoryton Libraries. Their goal is to raise at least \$1600 for each library. We are to propose a program related to literacy and families that will be part of their marketing. Elizabeth Bartlett has suggested a family picnic this summer. The fundraising event is a special cocktail hour outside Ivoryton Playhouse. CG attending a meeting in April for more details.

Received original poem in the mail from Gary Comstock. Wrote back with "thank you," asking if we could display.

Fundraisers

7 bricks sold so far for Buy-a-Brick Fundraiser; many order forms taken

Escape Room slots are slowly selling but folks seem excited about signing up.

Operations

Was in conversation with Ann Thompson about Hoopla pricing: Ivoryton Library has provided hoopla for all of Essex since 2020. We are paying for each title rented and the cost is huge (\$740.73 in January alone!). This is coming out of our Library Materials budget. Essex is not going to be investing in Hoopla, which leaves us to put budget caps on the account. \$300 monthly budget cap, with daily budget caps of \$10. Limit checkouts to 3 checkouts per patron.

Tea & Murder Book Club was very receptive and understanding. We will be announcing the changes in the April newsletter, on the website, and on social media.

Completed the deliverIT CT annual report for interlibrary loans throughout the state.
Began weeding YA collection.

3/21-Set up an account to [Better World Books](#), a company that will take the library's discarded books and sell them for a lower price than market value. Then, libraries receive 20% of the profits from the sale. This is a resourceful way to dispose of discarded books or donated books that do not sell in our book sale.

Will begin collecting statistics on library use beginning April 1. Data collected will include program attendance, numbers of reference questions (in-person and over the phone), attendance for meetings hosted at the library(language lessons, community room meetings).
Moving towards collecting computer usage statistics

Seed library will be set up in the community room

One compressor for the heating system is having problems. Jeff Peters has looked and will quote us a new compressor. CG to ask for clarification around what is wrong with current compressor and if this could be causing disproportionately high electric bills.

Adult programs

Ostara egg coloring with Stacia Libby–April 15 5:30

Daffodil Days Take & Make kits

Tea & Murder Book Club

Facts & Fibs Book Club

Cribbage Club–recent attendance boom! Everyone has been enjoying the program so far.

Children's room

Elizabeth will be setting up her raised garden beds as part of the Roots and Shoots grant the library received(\$600).

Butterfly garden storytime begins

Music with Miss Jessica has been scheduled throughout the summer

Colleen will be attending Early Childhood Expo with Tri Town Youth Services–April 6, holding a storytime at the event

Daffodil Days kids Take & Make kits

Trainings & Meetings Attended

Young Adult Roundtable 3/14

Website Training (CG & EB) with Kirsten Carbone 3/12

CG met with Sharon for onboarding 3/6 & 3/10

Show Up for Libraries ALA Webinar 3/13

Essex Historical Society Meeting 3/18

Essex Board of Trade Meeting 3/21

Budget Review Meeting with Sharon and Carol 3/20

Semi Q planning meeting with Stacia Libby 3/20--Theme of diversity for the celebration. Begin thinking of possible programs.

Social Media Marketing Plan meeting with Elizabeth Bartlett and Abbe Maclise 3/21

Community Foundation Middlesex County Pro Bono Partners Webinar 3/19

Polices excerpt pages 18 and 19 (Oct 2022 approved version)

Non-Circulation Materials

No individual or employee of the Library is authorized to make any purchases of labor or non-circulation materials in the name of the Library in excess of \$300 without prior approval of the Board of Trustees. All disbursements must be for valid business purposes and have supporting documentation.

All bills, invoices, and statements are to be submitted promptly to the Treasurer for payment with clear indication, by signing of its face, the approval receipt of the materials or service by the responsible employee of the Library.

The Treasurer and Library Director will verify that routine bills for electric power, water, fuel, and phone service are received from the service providers for the services rendered.

Circulation Materials

Circulation Materials include such items as books, magazines, pamphlets, films, DVDs, CDs, and all other forms of library and audio materials. While the \$300 limit for purchases without Board approval does not apply to Circulation Materials, the Board expects the Director to use due diligence in seeking out the most economical sources for circulation materials. However, if a purchase is expected to exceed approved budget limits, the Library Director shall inform the Treasurer for further processing.