

Agenda for Ivoryton Library Regular Board Meeting May 27, 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 Board Only meeting to order (~10 minutes) (approval needed)
2. Call the general meeting to order
3. Consent Agenda
 - a) Approval of Apr Minutes
 - b) Approval of May Treasurer's Report
 - c) Approval of May Director's Report
4. Executive Director recommendations on staff wage increases (approval needed)
5. Committee Reports- status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee- Carol Sullivan
 - a) April 25th email board decision regarding min-split repair- Sharon
 - b) Alarm activation- Colleen
 - c) List of keys- Colleen
 - d) Back walkway (approval needed)
 - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Brick fundraiser status
 - b) Escape room outcome- Sharon
 - 3) Membership Committee- Leslie Barlow
 - 4) Nominating Committee- Leslie Barlow
 - a) Process for selecting board members to join end-June: what skill sets do we need- status
6. Board Education: Proposed 2025/2026 fiscal year goals
7. June Annual Meeting plan
8. New Business- 4th of July parade participation
9. Adjourn

Next meeting: June 24, 2025, 6 pm

Minutes of Ivoryton Library Regular Board Meeting April 22, 2025, 6:00PM

Executive Director: Colleen Goodrich

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

Board members absent: Michael Lennon, Melissa Ozols, Louisa Ketron

1. Call the general meeting to order
2. Consent Agenda – **Unanimously approved with the corrections noted below**
 - a) Approval of March Minutes
 - b) Approval of April Treasurer's Report. Correction by Carol: ESB balance should be \$26,700.
 - c) Approval of April Director's Report. Colleen is posting an edited version on the website.
3. Committee Reports- status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee- Carol Sullivan
 - Minisplit in the Community Room needs work because it's making funny noises. Colleen will see if it's under warranty. Post meeting note- not under warranty as it was installed in the furnace room previously.
 - HVAC system replacement has been installed. Electric bill has decreased significantly with replacement. Action: Colleen see if insurance company will give us a discount because of the new temperature alarms on the system.
 - Valley Regional High School "Warriors in the Community" will be doing volunteer work on library grounds.
 - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - Capital Campaign for Community Room – Colleen Donation from LC Doane but no other corporate contributions in response to the letter. (We have received checks from Rotary and ESB for other things.) We will take down the campaign thermometer.
 - Brick fundraiser results- Claire 26 bricks sold. Scott Pierson will install bricks.
 - Escape room- Sharon 18 sessions have been booked. With the increase from \$150 to \$180, we anticipate making as much as last year. Library donated one pass to Valley Regional World Food Programme as a raffle prize.
 - Plant/Book sale timing- Colleen This usually takes place on Mother's Day weekend, which competes with several other local plant sales. Revenue has gradually declined each year. Anasuya (plant sale coordinator) said she could help organize the plant sale again. Regarding book sales, we sell used books from the foyer cart continuously and are selling to Better World Books, a book reseller who gives us 20%. We are better managing used book inventory and recognize the storage space limitations. The Board discussed the return on effort for a book/plant sale (last year's event revenue was \$472). **Board voted unanimously to defer the plant and book sale this year.**
 - Membership Committee- Leslie Barlow- how to get more attendees at June Annual Meeting. The Board initiated discussions on how to encourage members to attend: including a different time of day; or a speaker; having it as a fundraising event off-site (not this year); gifts for attending (to also address excess inventory of Library swag). **Action: Jamie will**

follow up with contacts regarding a potential speaker on state/federal library funding changes.

- Nominating Committee- Leslie Barlow Process for selecting board members to join end-June: what skill sets do we need? Several people have expressed interest in joining the board and we will have only 2 seats open at the end of June, necessitating interview and selecting the best candidates. We need to look for people looking for specific skills, *especially* financial acumen, fundraising, marketing, interest in the executive subcommittee. **Action: Sharon to send Leslie the list of interested parties and contact information**

4. Board Education: The relationship between the Board of Trustees and the Executive Director Because Elizabeth was director for a long time, the board should be conscious that many duties and responsibilities may not be clear to Colleen. We need to standardize some clear procedures for important library activities. The Board reviewed the sections of the Policies and Bylaws that relate to the relationship between the Director and Board.

5. Update: Policies regarding grant proposals and Board review
All draft grant applications must be approved by the library board before submission, per library current Policies. The Board reviewed proposed provisional changes (to be finalized with August full review of Policies and By-Laws) to the Policies that clarify what grant applications require Board Approval and what is at the discretion of the Executive Director. I.e. all applications related to building and grounds require Board Approval; applications for grants >\$10,000 for materials and programs require Board Approval; all other amounts are at the ED discretion. **The Board unanimously approved the provisional changes to the grant review Policy with clarification of the wording. It will be reviewed again in August.**

6. New Business-

- Essex May Market (Saturday, May 10) participation- Colleen volunteered to go (and wear an apron!) Leslie says it's busy from 9 to noon. Colleen will coordinate with those willing to volunteer at the event.
- Colleen is presenting about a library (Westerly) hydroponic plant project at the American Library Association in Philadelphia in June.

7. Adjourn at 7:17

Next meeting: May 27, 2025, 6 pm

Director's Report May 2025

Fundraisers

Buy-a-Brick: Our order is submitted. Waiting to hear when bricks will be shipped.

Operations

Mary Russell has retired from volunteering.

We have welcomed in a new volunteer, Patty Hector, a newly retired Library Director from Arkansas. Patty is going to begin a Fiber Arts club (knitting, crochet, etc.).

Beginning July 1st, we will be part of the Fulfillment program through CT State Library. This program allows us to easily request and fulfill Interlibrary Loan orders across the entire state.

Received a new ivory collection from an estate in Texas.

Attended May Market with Deb Brown and Diane Day: 4 newsletter signups, handed out LOTS of seeds and some puzzles, and heard great things about the library. Nice opportunity to connect with the adult and teen librarians from Essex as we shared a table.

Record cleanup and weed of YA Fiction.

Peters Mechanical completed the repair on the minisplit unit in the Community Room

Only staff annual review remaining in Sharyn Nelson. We will be meeting soon to go over self-reflection.

Adult programs

Litha Jung 4th, 19 registered

Tea & Murder Book Club

Facts & Fibs Book Club

Cribbage Club

Fiber Fanatics

Looking to establish a Friends of the Library group

Adult Summer Reading drawings each week

Children's room

The raised garden beds were built by Warriors in the Community.

Flowers at Falls River--Family Hike in collaboration with Essex Library and Essex Land Trust
5/24/25

Welcome to Kindergarten Party- May 28th!

Summer Reading dragon card collection.

Trainings & Meetings Attended

4/22/2025- LION Board of Directors Meeting

4/22/2025- Summer Picks from Overdrive Webinar–Elizabeth Bartlett and Colleen attended

4/23/25- Managing Difficult Employee Behaviors Webinar

4/24/2025- Met with Abbe MacLise about Marketing Plan

4/24/2025- LION Circulation Meeting

4/30/25- CT State Library Construction Grant Information Session

5/8/25- Acquisitions Roundtable

5/13- Weeding in the Garden of Good and Evil–Elizabeth Bartlett and Colleen attended

5/15- Jackie Belmonte Friends of the Library Meeting

5/16- Judy Fish Friends of the Library Meeting

5/19- Ivoryton Village Alliance Meeting: Ivoryton Library is the custodian of the flyer display sign out front. We have received the “ok” to paint it how we like. Volunteers to paint?

5/19- Baker & Taylor Meeting to learn about Rotating Reads Book Leasing Program–This seems like a great fit for our small library.

5/20-EHS Cookbook Committee

5/20-Lions Club Night of Giving

Ivoryton Library Association					
Profit & Loss					
July 1, 2024 to May 20, 2025					
<u>Account Name</u>	<u>FYTD Actual</u>	<u>FYTD Budget</u>	<u>Better/(Worse) Budget</u>	<u>2024-25 Budget</u>	<u>Percent of Year</u>
Membership Dues	15,415			17,000	0.888
Contribution Income, other	4,450				
Childrens' Program	689				
Grants	15,000			16,000	
Donations Other/ Memorials	11,678			13,000	
Total Contributions	47,232	40,848	6,384	46,000	
Fundraising				5,000	
Buy a Brick	2,401				
Other (copies,replacements, i	283				
Book Income	1,374	1,510	(136)	1,700	
Run Fundraiser	6,045				
Fundraising other	1,760				
Community Room	3,190				
Total Fundraising Income	15,053	5,950	9,103	6,700	
Town Support	96,347	114,075	(17,728)	128,463	
Total Income	158,632	160,873	(2,241)	181,163	
Expenses					
Payroll	2,503				
Bank Service Charges	150				
Grounds/Maintenance	78,159	7,992	(70,167)	9,000	\$71,000 for steps & comm. room
Dues/Passes/Gifts	810	622	(188)	700	
Fees/Licensing	5,943		(5,943)		
Fundraising	2,005			3,500	
Insurance	6,117	3,996	(2,121)	4,500	
Library Supplies(books, mags,	10,244	14,430	4,186	16,250	
LION	4,751	10,212	5,461	11,500	
Office Supplies/Postage/Misc	4,274	6,216	1,942	7,000	
Payroll Taxes	704	6,216	5,512	7,000	
Printing	789	2,486	1,697	2,800	
Professional Fees	4,944	4,795	(149)	5,400	
Program Expenses	2,029	2,309	280	2,600	
Utilities	11,497	8,880	(2,617)	10,000	
Wages	87,044	88,800	1,756	100,000	
	221,963	156,954	(65,009)	180,250	
Net Income	(63,331)				

THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank
as of May 26, 2025

ESB Checking (X8426)	\$	17,289.90
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	1,029.90
ESB Checking 01 (debit card) (X8841)	\$	562.64
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	723.49
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Available Funds for Operations	\$	19,605.93

IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	1/31/25	4/30/25
Cash, Money Funds & Bank deposits	\$4,407.03	\$3,106.42
Mutual Funds	\$967,766.26	\$ 918,060.05
Account Total	\$972,173.29	\$921,166.47

Ivoryton Library 2025-2026 Fiscal Year Goals DRAFT

Overarching goal: To continue to promote the library facilities and collection as a relevant and important community resource and increase the utilization by the community at large. To that end:

- Evaluate the utilization of the library by outside groups and ensure that we are following policies appropriately.
- Increase participation in library-sponsored adult programs offered, and increase the number of collaborative events (e.g. with another organization). (2024- X collaborative events)
- Increase the total circulation numbers (all forms of borrowing) from 19,875 in 2024 to 21,000 in fiscal year 2025-26.
- Increase the number of donors (annual and lifetime) from 193 in 2024 to 240 (10%). Note that Ivoryton population is ~2500 individuals, ~1100 households.
- Ensure the continuity and availability of the local history room resources.
- Ensure the continuity and sustainability of the Board through strategic recruitment.
- Preserve and optimize the building and facilities through maintenance and identifying and completing capital improvement projects.
- Generate income (after expenses) of \$10,000 through fundraising activities and events.
- Optimize staffing by improving team communication and cross training to create a more cohesive team.

To achieve our goals this year some of the actions that will be taken are:

- Implement marketing to attract patrons, groups to use meeting rooms, and volunteers to lead programs.
- Hold at least 3 fundraising events throughout the year.
- Explore grant opportunities to allow more window replacements.
- Ensure staff compliance with state requirements and identify opportunities for professional development.
- Evaluate the foot traffic throughout the year and adjust the library hours accordingly.
- Define membership/donor/library card holder and the differentiation. Identify a plan to increase donorship.
- Evaluate and weed the collection to most effectively use the space.
- Identify opportunities to leverage and engage volunteers.
- Update and maintain the staff and resource manuals.

Historic Circulation (all kinds):

Year	Circulation Number	Notes
2020	12,571	Pandemic, added Hoopla mid yr
2021	17,878	Full year of Hoopla
2022	18,121	
2023	19,381	Goal was 20,000
2024	19,875	Goal was 21,000
Fiscal Year 2025-26	Goal 21,000	