

Agenda for Ivoryton Library Regular Board Meeting August 26, 2025, 6:00PM

Executive Director: Colleen Goodrich

Board Members Name (Term)

Leslie Barlow (6/21-6/27)	Michael Lennon (6/23-6/27)	Kathy Marois (6/22-6/26)
Deb Brown (6/22-6/26)	Sharon Lewis (6/21-6/27)	John Matthiessen (6/20-6/26)
Diane Day (6/24- 6/26)	Ron Nelson (6/25-6/27)	Melissa Ozols (6/22-6/26)
Louisa Ketron (6/20 -6/26)	Abbe MacLise (6/25-6/27)	Claire Tiernan (6/24-6/26)

Executive Board (Position and Term)

President – Sharon Lewis (6/22-6/27)	Secretary- John Matthiessen (6/24-6/26)
Vice President – Melissa Ozols (6/25-6/27)	Treasurer- Michael Lennon (6/25-6/27)

1. Call meeting to order
2. Pumpkin Chase 5K, October 18th- Cami Pagliuco
3. Consent Agenda
 - a) Approval of June Minutes
 - b) Approval of August Treasurer's Report
 - c) Approval of August Director's Report
4. Donation of River Rep materials- Colleen (for decision)
5. Discussion on Sunday hours- Colleen (for decision)
6. Committee Reports- status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee- Carol Sullivan
 - a) Alarm activation recommendations- Colleen
 - b) Back walkway timing- Colleen
 - c) 'Home' inspection report next steps- Sharon
 - d) Record Board email approval on July 7, 2025 of basement HVAC repair quote
 - 2) Friends of the Ivoryton Library Association and General Fundraising
 - a) Brick fundraiser status- Claire
 - b) FoILA establishment and plans- Abbe and Colleen
 - 3) Membership Committee- Leslie Barlow (no topics)
 - 4) Nominating Committee- Leslie Barlow (no topics)
7. By-Law and Policy Discussion
 - a) Discussion on changing policy to allow the Executive Director to be a check signatory
 - b) Meeting room use policies
 - c) Updates to the current version of By-Laws and Policies
8. Board Education: skipped for the month
9. New Business- any grant applications for review?
10. Adjourn

Next meeting: September 23, 2025, 6 pm (note that this falls on Rosh Hashanah)

Minutes of Ivoryton Library Regular Board Meeting June 24, 2025

Executive Director: Colleen Goodrich

Board Members Present: Leslie Barlow, Deb Brown, Diane Day, Michael Lennon, Sharon Lewis, Kathy Marois, Abbe MacLise, John Matthiessen, Ron Nelson, Carol Sullivan, Claire Tiernan

Board Members Absent: Melissa Ozols, Louisa Ketron

1. Call meeting to order 6:10
2. Introduction of new board members Abbe MacLise and Ron Nelson. Discussion of the increase in summer reading participation -- is it Abbe's canny social media promotion? According to Colleen, this is hard to know because we do it jointly with Essex Library.
3. Consent Agenda - **All unanimously approved.**
 - a) Approval of May Minutes
 - b) Approval of June Treasurer's Report
 - c) Approval of June Director's Report

Among other activities and initiatives, Colleen is starting a "Friends of the Library" volunteer group to be called "The Book Lice." (This is John's suggestion and is unlikely to stick!) Other libraries have had considerable success with the format, and Colleen hopes they will conduct a number of volunteer activities, including a significant fundraising role.

4. Updates
 - a) 2025/26 Town budget approval \$132,637 to ILA. Paid to us quarterly.
 - b) Executive Director 3-month performance review was conducted in May by the Executive Committee. Notes were shared with the Board. Overall, very positive!
As part of the goals discussion during the review: Colleen will gradually transition to using the "bookkeeper's office" (closet/attic entrance) as her office. Young adult books are likely going to the basement. "New adult" books to the main floor, where YA books are now.
 - c) Revision of payroll frequency. Will be paying employees semi-monthly (15th and 30th) instead of monthly beginning in the new fiscal year.
5. Executive Director recommendation on staff management for quarterly team meetings. Colleen believes this will build cohesion and break down silos. With minimal impact on the library budget, employees will be paid for attending meetings outside their regular working hours. Colleen has had one such meeting already. Patty Hector will be asked to become a per diem contractor to be available as a substitute when needed, and to facilitate attendance at the quarterly team meetings. Colleen will clearly differentiate the roles of volunteer (which Patty sometimes is) and a paid staff member.
6. Executive Director recommendation on library holidays. **Unanimously approved with revisions to the proposal- eliminate "day of observance" for July 4th; close at 2pm the day before Thanksgiving. The total paid holidays remains 10.**

Colleen gets paid for all holidays; Elizabeth Bartlett gets paid for some. Colleen proposed closing on Juneteenth and Father's Day instead of the days after Thanksgiving and

Christmas, with 10 holiday closures annually. These changes will be implemented in the new fiscal year, July 1 2025.

7. Committee Reports

- Building and Grounds Committee- Carol Sullivan and Kathy Marois.
 - a) Alarm activation recommendations- **Action: Colleen to contact Dallas Alarms for a review and recommendation on implementing the alarm system.**
 - b) Back walkway progress happening this summer - Carol
 - c) Home inspection proposal for \$850 plus septic inspection. **Unanimously approved.** Sharon suggested using a home inspector for a full building evaluation and report -- we can shadow him and ask him questions. The report can be used to plan for necessary capital improvements and eliminate unexpected expenses. The building is on town water so no action is required there. A septic inspection is also recommended but as we don't know when it was pumped last, that is the first step. **Action: Colleen to contact the town for the date of last septic pumping. If it needs to be pumped, schedule that along with an inspection. Action: Sharon to schedule the home inspection. Action: Colleen to contact the fire marshal to see if they still do building safety surveys and schedule if appropriate.**
 - Fundraising Committee - This committee may be gradually dissolved, depending on the success and vigor of the Friends of the Library group (see item 3c above). Abbe has volunteered to be the liaison between the Board and FOL. Some fundraising, such as the annual events, will remain under the guidance of the Board (e.g. 5K, Escape Room).
 - d) Brick fundraiser status: installed by end of summer.
 - e) 5K Pumpkin Chase on October 18. Colleen met with Cammy and Chris Pagliuco. They have begun organizing. Cammy will have an understudy shadowing her this year. **Action: Colleen will organize a race committee discussion before registration goes live to make a decision on registration fee (consider increasing) and t-shirts (consider returning to all participants get one, given that most of the profits come from sponsors and they are on the t-shirt).**
8. Board Education: Guess the average weekly number of patrons! 321 total patrons for the first 2 weeks of April. Michael guessed closest and won himself a tote bag! Colleen and staff continues to collect data on patron numbers and library utilization.
9. New Business: 4th of July parade participation- all are welcome to walk.
No new grant applications for current review. There is funding available from Essex Savings Bank for programs assisting low-income households. The board brainstormed about hygiene bags and/or book bags. Ron will talk to Colleen about what kinds of programs ESB is looking for.
There is no meeting in July.
10. Adjourn at 7:47 p.m.
Next meeting: August 26, 2025, 6 pm

Director's Report August 2025

Fundraisers

Buy-a-Brick: Paid bill. Was told we would receive bricks by 8/22/2025. Will email PermanentMark on Monday 8/25 for update.

Pumpkin Chase 5K: Met with Cami, Ron, and Sharon. T-shirts will now be included in the \$35 registration price for ages 16 & up and the \$20 registration price for ages 15 & under. T-shirts guaranteed to first 150 registrants. Our flagship sponsors are Essex Savings Bank and Essex Financial.

Operations

Nametags for Ron and Abbe.

My CT Savings—Registration deadline is August 31, 2025. We must either register or certify our exemption.

Dehumidifier in Children's room has been keeping the space less musty.

HVAC in Children's room has been repaired.

Building inspection completed by Brad from The Certified Home, LLC. Report available.

New copier delivered and installed. This copier will now scan documents to send to email, staple packets, and copy in color. I propose we lower our pricing for prints. See my note in the Policy.

Sharyn Nelson has resigned from her position as part-time library staff. Request Board vote on remaining open on Sundays.

Received grant from Kitchings Family Foundation. Question for the Board: How do we usually recognize this contribution?

We will have use of the front patio during the Pumpkin Festival. Selling of merchandise is discouraged but we may be able to have a newsletter sign-up and free giveaways. Who from the Board is interested in hosting the table?

God's Work Our Hands—Trinity Lutheran Church in Centerbrook: Volunteers will be helping us shift our books and weeding under the privet bushes in the backyard.

Meetings and Trainings:

Sharon Lewis, Colleen, and volunteer Patty attended fundraising event at Ivoryton Playhouse on 7/24.

Stephanie Gatto, Elizabeth Bartlett, and Colleen were trained on cataloguing with Karan from LION on 8/15.

Elizabeth Bartlett attended a summit for children's programming in Darien on 8/14

Elizabeth Bartlett attended a Summer Reading reporting webinar

Adult programs

Memoir writing class-Will continue through September and October

Tea & Murder Book Club

Facts & Fibs Book Club

Cribbage Club

Fiber Fanatics

Friends of Ivoryton Library—4th Monday of each month

Adult Summer Reading drawings each week

Children's room

Music with Miss Jessica

Friday Music and Movement

Wednesday Storytimes

Summer Reading programs were a huge success. Giant Candyland, lighthouse building, and clay keepsake necklaces were just a few of Elizabeth's creative programs this summer.

Ivoryton Library Association

Profit & Loss Statement

July 1, 2024 - June 30, 2025

	YTD Actual	FY 2024 Budget	Variance
Revenue			
Membership Dues	\$ 16,650.00	\$ 17,000.00	\$ (350.00)
Contributions, Other	18,756.67	13,000.00	5,756.67
Grants	15,000.00	16,000.00	(1,000.00)
Fundraising	13,466.50	6,700.00	6,766.50
Late Fines/Book Repl./Sales	1,736.90	-	1,736.90
Town Support	128,463.00	128,463.00	-
Interest Income	39.88		
Total Revenue	\$194,112.95	\$181,163.00	\$ 12,949.95
Expenses			
Payroll Fees	\$ -	\$ -	\$ -
Bank Service Charges	238.22	-	(238.22)
Grounds Maintenance	93,091.09	9,000.00	(84,091.09)
Dues/Passes/Gifts	872.52	700.00	(172.52)
Fees/Licensing	6,203.53	-	(6,203.53)
Fundraising	1,996.69	3,500.00	1,503.31
Insurance	6,688.00	4,500.00	(2,188.00)
Library Supplies (Books, Mag, etc)	11,070.51	16,250.00	5,179.49
LION	8,807.97	11,500.00	2,692.03
Office Supplies/Postage/Misc.	3,270.49	7,000.00	3,729.51
Payroll Taxes	3,342.69	7,000.00	3,657.31
Printing	841.51	2,800.00	1,958.49
Professional Fees	5,644.00	5,400.00	(244.00)
Program Expenses	2,541.56	2,600.00	58.44
Utilities	12,696.10	10,000.00	(2,696.10)
Wages	104,879.45	100,000.00	(4,879.45)
Miscellaneous	1,581.18		
Total Expenses	263,765.51	180,250.00	(83,515.51)
Net Operating Income	(69,652.56)	913.00	(70,565.56)
Other Income	\$ -	\$ -	\$ -
Other Expense			
Net Other Income	\$ -	\$ -	\$ -
Net Income	\$ (69,652.56)	\$ 913.00	\$(70,565.56)

** Note: Buildings and Grounds Expense includes \$71,000 of costs associated with construction of new steps and program room. These expenditures were not planned in the annual budget.

Ivoryton Library Association
Profit & Loss Statement
July 1, 2025 - August 1, 2025

	YTD Actual	Budget to Date	Variance	FY 2025 Budget
Revenue				
Membership Dues	\$ 150.00	\$ 2,666.67	\$ (2,516.67)	\$ 32,000.00
Contributions, Other		-	-	
Grants		750.00	(750.00)	9,000.00
Fundraising		1,000.00	(1,000.00)	12,000.00
Late Fines/Book Repl./Sales	30.00	125.00	(95.00)	1,500.00
Town Support	33,159.25	11,333.33	21,825.92	136,000.00
Total Revenue	\$33,339.25	\$15,875.00	\$17,464.25	\$190,500.00
Expenses				
Payroll Fees	\$ -	\$ -	\$ -	\$ -
Bank Service Charges		-	-	-
Grounds Maintenance	730.00	833.33	103.33	10,000.00
Dues/Passes/Gifts		62.50	62.50	750.00
Fees/Licensing	242.08	-	(242.08)	-
Fundraising	661.00	250.00	(411.00)	3,000.00
Insurance	528.60	583.33	54.73	7,000.00
Library Supplies (Books, Mag, etc)	2,028.67	1,770.83	(257.84)	21,250.00
LION	3,278.34	1,041.67	(2,236.67)	12,500.00
Office Supplies/Postage/Misc.	118.82	583.33	464.51	7,000.00
Payroll Taxes	617.29	833.33	216.04	10,000.00
Printing		83.33	83.33	1,000.00
Professional Fees	650.00	500.00	(150.00)	6,000.00
Program Expenses	81.61	166.67	85.06	2,000.00
Utilities	844.82	833.33	(11.49)	10,000.00
Wages	7,934.07	8,333.33	399.26	100,000.00
Total Expenses	\$17,715.30	\$15,875.00	\$ (1,840.30)	\$190,500.00
Net Operating Income	\$15,623.95	\$ -	\$15,623.95	\$ -
Other Income	\$ -	\$ -	\$ -	\$ -
Other Expense				
Net Other Income	-			
Net Income	\$15,623.95	\$ -	\$15,623.95	\$ -