

Agenda for Ivoryton Library Regular Board Meeting September 30, 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 August Minutes
 - b) Approval of September Treasurer's Report
 - c) Approval of September Director's Report
 - d) Note that June Minutes, August Treasurer's Report and August Director's Report were approved via email post-August meeting as there was no quorum in August.
4. Donation of River Rep materials and follow up with EHS- Colleen (for decision)
5. Discussion on Hours and Holidays- Colleen (for decision)
 - a) Results of trial change to hours and recommendation going forward
 - b) Revision of Library Holidays (closed) because of above
6. Committee Reports- status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee- Carol Sullivan
 - a) Alarm activation recommendations and training- Colleen
 - b) Back walkway and front patio timing- Colleen
 - c) 'Home' inspection report next steps- Carol or Kathy
 - 2) Friends of the Ivoryton Library Association and General Fundraising
 - a) FoLA discussion: what do we want their responsibility to be and what remains a "signature" Library event managed via the Board.- Abbe and Colleen
 - b) Table at Pumpkin Festival- Colleen
 - 3) Membership Committee- Leslie Barlow (no topics)
 - 4) Nominating Committee- Leslie Barlow (no topics)
7. By-Law and Policy Discussion
 - a) Executive Director as signatory (for decision)
 - b) Size of Finance Committee (for decision) and clarification of current committee
 - c) Allocation of Kitchings Foundation Award
8. Board Education: skipped for the month

9. New Business- any grant applications for review?

10. Adjourn

Next meeting: October 28, 2025, 6pm

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

Executive Director: Colleen Goodrich

Board Members Present: Leslie Barlow, Michael Lennon, Sharon Lewis, Abbe MacLise, John Matthiessen, Claire Tiernan

Board Members Absent: Deb Brown, Diane Day, Louisa Ketron, Kathy Marois, Ron Nelson, Melissa Ozols

1. Call meeting to order 6:01. **No quorum -- no votes may be passed.**
2. Pumpkin Chase 5K, October 18th- Cami Pagliuco made a new logo. Top three finishers for all age groups get a glass with the logo on it; Ivoryton Tavern gift certificates for first male/female/non-binary. Will order 180 t-shirts -- first 180 runners to register get one. September 15 is the deadline for sponsors to submit their logo and payment. Cami is getting volunteers through VRHS Interact Club. The goal is a zero-waste race and Cami is trying to find a company to provide water. Red Wagon Pumpkins will make a display in lieu of a sponsorship.

Action items:

- Need a food committee -- Kathy Marois will head this.
 - Schedule committee meeting in September-- Colleen
 - Need a check-in volunteers
 - John M. will contact Norm Needleman about a sponsorship from Tower Labs.
 - Sharon- ask Chester Fair and/or Rockfall Foundation for water supplies or compostable cups
3. Consent Agenda **Approved via email post-meeting.**
 - a) Discussion of June Minutes.
 - b) Discussion of August Treasurer's Report- Mike reviewed. We passed our revenue goal by \$13,000 for the 24/25 fiscal year
 - c) Discussion of August Director's Report: Library has a new printer/copier -- Colleen proposed lowering the cost per copy and will post it to the website.
 4. Donation of River Rep materials. River Rep, which ran the Playhouse for many years, is offering materials to the library related to drama and the Playhouse. They offered to also pay for new bookcases to display the material. It's enough material to fill Colleen's office.

Action item: Colleen will reach out to the Essex Historical Society to see if they want this material.
 5. Discussion on Sunday hours- Due to a staff change, a per diem employee is filling in on Sundays, and some weekend days there is only one staff member in the library. Colleen proposes extending Monday hours to 8 p.m. instead of being open on Sundays. Colleen will experiment with a trial run of new "fall hours" starting in September and will post them on the website. **To be revisited next meeting for discussion and finalization.**
 6. Committee Reports
 - 1) Building and Grounds Committee- Carol Sullivan
 - a) Alarm activation recommendations- Colleen called Larry from Dallas and he will come in on September 9 to activate it. **Action item:** Colleen- Schedule alarm training for everyone with a key.
 - b) Back walkway timing- 25 bricks came but not on a pallet. Colleen stored them

under the porch where they await the mason. Colleen will contact Carol to schedule the mason.

- c) 'Home' inspection report next steps- Sharon: Brad from Certified Home came inspected. **Action: Colleen will schedule a Zoom meeting between Brad and the Building and Grounds Committee. Action: Sharon- find the water shut off valve.**
 - d) Board approved (by email) on July 7, 2025 the basement HVAC repair quote.
 - e) Next time septic is pumped we need to request an inspection (2029)
 - f) Colleen is trying to reach the fire marshal about a building safety survey and tell us what the room capacities are.
- 2) Friends of the Ivoryton Library Association and General Fundraising
- a) FoILA establishment and plans- Abbe and Colleen. There are 16 people on the mailing list. Meetings are 5 to 6 p.m. on the third Monday of the month. They need to elect a president but are getting ready to operate independently. Next meeting we need to discuss what we want FoILA to do.
7. By-Law and Policy. **Items to be discussed and voted on at the next meeting. The following are the specific areas that are proposed to be revised in the Policy document. By-Law review will follow that.**
- a) Discussion on changing policy to allow the Executive Director to be a check signatory
 - b) Meeting room use policies
 - c) Board members residence requirement.
 - d) Clarify volunteer role vs employee
 - e) Grant application review
 - f) And much much more
8. Adjourn at 7:46
- Next meeting may be rescheduled to September 30. September 23, 2025, 6 pm (note that this falls on Rosh Hashanah)**

Director's Report September 2025

Fundraisers

Buy-a-Brick: Bricks are located under front porch. Carol has work order in with Scott the mason to begin work around Oct 1. The entire patio will be removed, leveled, and reconstructed.

Pumpkin Chase 5K: T-shirts have been ordered. 31 registrants upon last checking. Keep pushing registration and marketing the race to friends and families. 16 more sign-ups this year than the same time last year. 39 signups so far.

Operations

Updating our internet/phone service to get faster internet and pay less. Installation to take place on Tuesday.

Shifting has begun. The new layout has received good feedback from folks who usually check out our cookbooks.

Received grant from River Valley Fund for Families. Attended reception; funds will be used to support youth literacy programs. Thank you sent and will acknowledge in next newsletter.

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. **Is the Board interested in hosting the table?**

Any interest in personalized PageMarkers? See example at meeting.

Thank you to Kathy Marois for the beautiful fall garden box near the patio! Fun and festive!

Meetings and Trainings:

Sharon Lewis, Kathy Marois, Carol Sullivan, Michael Lennon, and Ron Nelson attended a virtual meeting with Brad, the building inspector to gain a better understanding of the building report. Priority projects have been discussed. Kathy, Carol, and Colleen assessed all of the building's windows.

Colleen met with Kate Savage from Essex Historical Society to discuss America250 celebration.

Friends update: FoLA is planning the Haunted Library event for the Pumpkin Festival, a Book Sale scheduled for November 15, and beginning prep on Illuminations planning.

Adult programs

Memoir writing class-Will continue through October

Tea & Murder Book Club

Facts & Fibs Book Club

Cribbage Club

Fiber Fanatics

Friends of Ivoryton Library—3rd Monday of each month

Adult Summer Reading drawings each week

Buttons on the Shoreline—the first in a series of “collections” programs. 16 attendees on a Wednesday afternoon at 1:30pm. Next installments: The Wisdom of Peanuts (75th anniversary)

TBA, Boat Rebuilding on November 3rd

Children’s room

Music with Miss Jessica—Time change to 10:30; more attendance

Friday Music and Movement

Wednesday Storytimes—Time changed to 10:30; more attendance

Elizabeth hosting table at Harvest Festival at EES

Collaborating with Nicole from Essex on Winter Reading Challenge

Assembled supplies, including goodie bags, for 5K Kid’s Fun Run

For September Board Meeting Discussion: two aspects of Policies

1. Size of Finance Committee and Current Committee Members

The **Finance Committee** will consist of four (4) members consisting of three (3) members of the Board of Trustees, including the Treasurer, and one (1) other member chosen from the Association membership.

Professional Investment Manager

It is the policy of the Library to utilize professional management services for the investment of the monies in the Endowment. The **Finance Committee** will negotiate investment

Commented [SL5]: Is this realistic given size of Board? Bylaws just say 4 people including T. Both need to say the same thing. Consider revising to 2 Board+ 2 Members. Probably also need to remove the "association membership" and change to Community at Large.

2. Allocation of Kitchings Foundation Award

Accumulation of Funds

Existing Endowment Fund assets as of the date of this policy's establishment are considered unrestricted, as are new gifts, unless expressly stated by the donor. Any gift with a value of \$3,000 or greater, or at the discretion of the Board, will become part of the Endowment Fund, unless expressly stipulated by the donor.

The Board has the authority to accept/or reject gifts of real property and other assets if such

Commented [SL6]: Discuss allocation of Kitchings Foundation \$

3. Bank Signatories

OPERATING ACCOUNTS

Overall Principles

- a) The Treasurer is responsible for all financial transactions and shall keep accurate records of all receipts and expenditures.
- b) Library accounts will be kept in accordance with generally accepted accounting principles for nonprofits as applicable.
- c) Library Operating funds will be kept at an FDIC- insured bank, with the Treasurer and President as signatories-

Commented [SL7]: Discuss adding the executive director