

**Agenda for Ivoryton Library Regular Board Meeting December 9, 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)	VACANCY

**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. Consent Agenda
  - a) Approval of October Minutes
  - b) Approval of December Treasurer's Report
  - c) Approval of December Director's Report
3. Library changes
  - a) History of Essex books- Kathy
  - b) Youth Services Librarian search – Colleen
  - c) Employee policy for Paid Time Off- Colleen (for decision)
4. Committee Reports- status, membership, recommendations, decisions needed
  - 1) Building and Grounds Committee- Carol Sullivan Chair
    - a) Actions from previous meeting
    - b) Chimney project
    - c) Drainage project
  - 2) Friends of the Ivoryton Library (FoIL) and General Fundraising
    - a) FoIL update (see meeting minutes FYI)- Abbe and Colleen
    - b) Book sale outcome
    - c) Next event(s): Escape Room March 13-29
  - 3) Finance Committee- Michael Lennon
    - a) Budget Discussion (see attached draft)
    - b) Finance Committee Report Nov 32025 (see meeting minutes FYI)
  - 4) Membership Committee- Leslie Barlow
    - a) Membership renewal reminders and benefits- Colleen
  - 5) Nominating Committee- Leslie Barlow
    - a) Filling the open Board position
5. By-Law and Policy Discussion (for decision- see attachment)
  - a) Residence requirements for Board Members
  - b) Finance Committee recommended revisions
6. Board Education: skipped for the month
7. New Business- any grant applications for review?
8. Adjourn

**Next meeting: January 27<sup>th</sup> 2026, 6pm**

**Agenda for Ivoryton Library Regular Board Meeting October 28, 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)

**Absent:** Melissa Ozols, John Matthiessen, Leslie Barlow, and Claire Tiernan

**Called to order at 6:00 pm**

- 1) Call meeting to order
- 2) Pumpkin Chase 5K outcome successes, challenges, financials- Cami Pagliuco, Colleen
  - a) Cami did not attend the meeting.
  - b) 94 people signed up, which was down from last year. But still made money due to sponsorships.
  - c) Last year we made \$2890 from runners, this year we made \$3231 from runners.
  - d) \$5350.00 from sponsors this year, not including the in kind donations
  - e) Expenses- \$1647.00 shirts but have not received invoice from Rat Race yet
- 3) Consent Agenda- All Approved
  - a) Approval of September Minutes
  - b) Approval of October Treasurer's Report
    - i) Attached was a new budget and are currently on track to continue to cover our expenses
  - c) Approval of October Director's Report
    - i) Internet provider is changing soon and should save the library money
    - ii) A notice from probate court was recently received by Colleen. Some money is being left to the library by the estate of Charles Coomes, unclear how much. ACTION- Sharon review the request and return the documentation to the library to retain.

Claire Tiernan has asked to resign from her position on the Board. The board unanimously approved. Will discuss a replacement in the future.

- 4) Library changes- Colleen
  - a) Staff update
    - i) Elizabeth Bartlett resigned Thursday, effective immediately.
    - ii) Elizabeth Alvord has been helping part time in the interim.
    - iii) Colleen will start working on the job description/posting for a new children's librarian.
    - iv) In response to staffing changes the board is recommending the following policy changes: The community room will be locked when not in use (scheduled) by a group. Adults without children will not be allowed into the children's room, unless using the collection or the restroom.
  - b) Essex Library change in membership approach- tabled

- c) Recent bequest- **discussed above**
  - d) Small Business Saturday and Giving Tuesday plans- **tabled**
- 5) Committee Reports- status, membership, recommendations, decisions needed
  - i) Building and Grounds Committee- Carol Sullivan Chair
    - (1) Actions from previous meeting
      - ii) **ACTION -Colleen still needs to follow up with Peters Mechanical regarding HVAC maintenance plans; and fire marshal for room capacity/extinguisher questions**
      - iii) **Exterminator estimates**
        - (1) No rodenticides \$425.00, more frequent service
        - (2) Vitamin D option \$540.00, bimonthly service \$130.00- Board approved
        - (3) Also found bats, which will require a separate service- **ACTION- Colleen to follow up with the recommended bat removal company to determine if that can still be done this season.**
      - (4) Chimney estimate **Still pending, quotes are not back yet.**
    - b) **Phil Miller is taking the old library doors. The radiator is being placed on the Buy Nothing Group**
      - i) Friends of the Ivoryton Library (FoIL) and General Fundraising
        - (1) FoIL update (see meeting minutes FYI)- Abbe and Colleen
        - (2) Book sale
          - ii) **ACTION- Sharon will share the volunteer sign up with the board**
      - iii) Finance Committee- Michael Lennon
        - (1) Budget update- **tabled ACTION- all review the budget information provided in this month's meeting package for discussion at the next meeting.**
        - (2) **Form 990 due 11/15, Michael expects it to be done next week but has filed an extension. The 990 document will be sent to the Exec Committee for review before finalization.**
      - iv) Membership Committee- Leslie Barlow
        - (1) Membership renewal reminders and benefits- Colleen
          - ACTION- Louisa, Sharon, and Deb are joining the membership committee. Colleen will schedule a meeting soon to discuss renewal.**
      - v) Nominating Committee- Leslie Barlow (no topics)
        - c) **ACTION- Board members should think of possible Board Members so we can fill Claire's vacancy.**
    - 6) By-Law and Policy Discussion
      - a) Requirements for 2 signatories; limits on Exec Director signatory
        - i) **ACTION- Michael will reach out to bank to add Colleen as a signatory**
        - ii) **The Board discussed and made a motion that "Checks with value over \$5000.00 will require 2 signatories"- APPROVED**
        - iii) **The Board discussed and made a motion that "The Exec Director limit for check signing will be \$500.00"- APPROVED**
      - b) Size of Finance Committee (for decision) and clarification of current committee
        - i) **Change Finance Committee policy: Given the size of the board, revise the policy from 4 members (3 from the Board, and 1 community member) to, "At least 2 Board members and 1 community member"- APPROVED**
      - c) Allocation of Kitchings Foundation Award
        - i) **Unrestricted award of approx \$15,000. Per policy should be placed in the endowment or board may vote otherwise.**
        - ii) **Board approved motion that the Kitchings Foundation 2025 grant of \$15,000 will be applied to operating costs. APPROVED**
    - 7) Board Education: skipped for the month
    - 8) New Business- any grant applications for review? **None**

9) November/December meetings- **Meetings being combined and moved to 12/9/25**

10) Adjourn

**Next meeting: November/December to be discussed**

## Director's Report December 2025

### **Fundraisers**

A Very Merry Membership Campaign

### **Operations**

Submitted application for CIP ballot voting through Essex Bank. It was accepted!

Ivoryton Library is set up to accept Experience Essex Gift Cards.

Probate Bequest Update

Frontier installed fiber internet and fiber phone. LION has set up Sierra ILS on Fiber.

Exterminator visited. Set up & follow-up visit

Contribution from a Fidelity Charitable donor-advised fund. Looking for address for thank-you note.

Annual CFMC Designated Fund Distribution or Reinvestment Request Decision

Created a Monthly Autopay spreadsheet; switching as many accounts as we can over to autopay.

Adopted a Donor Management Software called Little Green Light. Grants, gifts, and fundraisers are tracked. Will make an annual report easier. Used to track membership.

### **Adult programs**

Tea & Murder Book Club

Facts & Fibs Book Club

Cribbage Club

Fiber Fanatics

Friends of Ivoryton Library—3rd Monday of each month, changed time to 4:00pm

Just Desserts Book Club

Meeting rooms being used by language classes and literacy volunteers

### **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

Storytime with Sugar the Therapy Dog

## 4:00 November 17, 2025 ILA Friends Meeting Minutes

Colleen Goodrich (for her share out in the beginning)

Mary McCoid 860-510-3724 (cell)

Patty Hector

Sarah Lewis

Carol Sullivan 860-304-6198 (cell)

Colleen shared:

- Monday the 24th move the books
- Booksale
  - May sell some better books on ebay (she will ask her parents)
  - Carol will take and get rid of the elephants
  - Next book sale: we don't have the room to store them,
  - we \$372 was made,
  - May of 2024 was the last book sale
  - The weeding will go on no matter what
  - How can we elevate it?
  - We could have charged more but the goal was to get rid of them
  - Colleen thinks either say 'yes we collect and sell book or no we do not'
  - It was decided that we will not gather more donations
- Dec 6th Illuminations 5:30 to 8:00
  - A call for decorating and that volunteering that evening
  - Letter writing to Santa
  - Very Merry Membership (gift a membership to someone)
  - The perks of being a member is .....just the feel good....you are a voting member...we used to have member only events and the yearly membership meeting - \$35 for the year
  - Sarah will volunteer that night
  - Carol will bring the down down on the weekend of Thanksgiving so it's around for decorating the week of Dec 1-5
- Questioning the items in the historical room
  - Sarah will ask the historical society to come by and see if there are duplicates
  - A change of the historical room may need board input?
- Fundraising Discussion
  - Scavenger Hunt
  - Membership - elevate this somehow
  - Ongoing silent auction
    - Maybe ask members and have suggestions
- January 19, 2026 4:00 next meeting

**Ivoryton Library Association**  
**Draft Monthly Budget**  
**July 1, 2025 - June 30, 2026**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY 2025
<b>Revenue</b>													
Membership Dues	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 6,000	\$ 5,000	\$ 3,000	\$ 16,700
Contributions, Other													
Grants		15,000		1,500		278		278		278		278	
Fundraising			1,000		4,000		10,600				5,000		20,600
Fines/Book Sales, etc.		125		125		125		125		125		125	
Town Support		33,159			33,159			33,159			33,159		132,636
<b>Total Revenue</b>	<b>\$ 33,584</b>	<b>\$ 16,425</b>	<b>\$ 5,925</b>	<b>\$ 44,462</b>	<b>\$ 703</b>	<b>\$ 703</b>	<b>\$ 33,862</b>	<b>\$ 703</b>	<b>\$ 703</b>	<b>\$ 44,562</b>	<b>\$ 5,403</b>	<b>\$ 3,403</b>	<b>\$ 190,436</b>
<b>Expenses</b>													
Payroll Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Bank Service Charges													
Grounds Maintenance	833	833	833	833	833	833	833	833	833	833	833	833	10,000
Dues/Passes/Gifts	63	63	63	63	63	63	63	63	63	63	63	63	750
Fees/Licensing													
Fundraising		250	250	2,250	250	250	250	250	250	250	250	250	4,750
Insurance	583	583	583	583	583	583	583	583	583	583	583	583	7,000
Library Supplies	1,771	1,771	1,771	1,771	1,771	1,771	1,771	1,771	1,771	1,771	1,771	1,771	21,250
LION	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	12,500
Office Supplies/Postage/Misc.	583	583	583	583	583	583	583	583	583	583	583	583	7,000
Payroll Taxes	833	833	833	833	833	833	833	833	833	833	833	833	10,000
Printing	83	83	83	83	83	83	83	83	83	83	83	83	1,000
Professional Fees	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Program Expenses	167	167	167	167	167	167	167	167	167	167	167	167	2,000
Utilities	833	833	833	833	833	833	833	833	833	833	833	833	10,000
Wages	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	100,000
<b>Total Expenses</b>	<b>\$ 15,625</b>	<b>\$ 15,875</b>	<b>\$ 15,875</b>	<b>\$ 17,875</b>	<b>\$ 15,875</b>	<b>\$ 15,875</b>	<b>\$ 15,875</b>	<b>\$ 15,875</b>	<b>\$ 15,875</b>	<b>\$ 15,875</b>	<b>\$ 15,875</b>	<b>\$ 15,875</b>	<b>\$ 192,250</b>
<b>Net Operating Income</b>	<b>\$ 17,959</b>	<b>\$ 550</b>	<b>\$ (9,950)</b>	<b>\$ 26,587</b>	<b>\$ (15,172)</b>	<b>\$ (15,172)</b>	<b>\$ 17,987</b>	<b>\$ (15,172)</b>	<b>\$ (15,172)</b>	<b>\$ 28,687</b>	<b>\$ (10,472)</b>	<b>\$ (12,472)</b>	<b>\$ (1,814)</b>

Ivoryton Library Association Finance Committee

November 3 2025 Meeting Minutes

Attendees: Cotty Barlow (Community Member), Michael Lennon (Treasurer), Sharon Lewis (President), Ron Nelson (Board Member), Carol Sullivan (Community Member), Michael LaRiviere (Essex Financial), Jeff Ludka (Essex Financial)

Purpose: Quarterly Review

- The Library Association endowment fund had a 10.8% return for the last 12 months.
- The current endowment valuation is \$1,025, 882.
- A CD recently matured resulting in \$160,000 in cash in the account. \$110,000 will be reinvested according the Investment Policy and Objectives as described in the Library Policies document (2022 version). \$50,000 in cash will be held in reserve (earning interest) in preparation for anticipated capital improvement costs.
- The current asset allocations will be re-balanced, per M. LaRiviere and J. Ludka recommendation, to align the Equities (~60%) and Fixed Income (~40%) with the Investment Policy and Objectives.
- The endowment allocations and rate of return are meeting the Investment Policy and Objectives.
- The Finance Committee acknowledged the Board's approved changes to Financial Policies:
  - Adding the Executive Director as a Signatory with a \$500 limit.
  - Requiring 2 Signatories on checks \$5,000 and greater.
  - Revising the Finance Committee membership to at least 3 members, consisting of the Treasurer, 1 Board member and 1 Community Member.
- The Finance Committee proposes the following additional revisions to the Policies for Board discussion and approval:
  - Page 6, Main Fundraising Activities, d) Endowment Development: revise the wording to remove the recommended frequency of fundraising campaigns that are specifically to increase endowment.
  - Page 6 , Main Fundraising Activities: add e) Surplus Funds- At the completion of the fiscal year (June), the Finance Committee and Board will evaluate any surplus funds for allocation decision- transfer excess to the Endowment or use for operating costs.

- Page 7, Duties of the Finance Committee: Suggested revision to soften the language requiring efforts to garner donations specifically to build the Endowment. Suggesting “when feasible”.
- Page 7/8, Endowment Spending Rate: Recommend increasing the spending rate cap from 4% to 5% upon Essex Financial advice. Endowment earns more than 5% on average and that cap will not be detrimental to the principal.
- Page 9, Investment Objectives, b) Fixed Income Guidelines: should be updated and in alignment with the wording in a) by adding “or ETFs with holdings listed on major U.S. or international exchanges”.

Next meeting: March 2026 TBD

- 1. Should Board Membership be expended to include residents of other towns? Or expanded to allow for previous residents of Ivoryton, Essex, and Centerbrook?**

### **Page 3: Governance Policies**

## **ROLES AND RESPONSIBILITIES OF TRUSTEES**

### **Trustee Duties**

In addition to the general duties, responsibilities and authority of trusteeship detailed in the Library By-Laws, Trustees:

- a) Devote time and effort to learning about the Library and its operations.
- b) Recognize the importance of the Library as a center of information, culture, recreation, and lifelong learning in the community.
- c) Establish policies for the effective operation of the Library and withstand pressures and prejudices when providing impartial service to the patrons.
- d) Apply skills in board management, keep an open mind, show intellectual curiosity, have respect for the opinions of others, and have the ability to work cooperatively with others.
- e) **Reside within any of the three Town of Essex villages - Ivoryton, Centerbrook, or Essex - in the State of Connecticut.**

- 2. The Finance Committee proposes the following additional revisions to the Policies for Board discussion and approval:**
  - a. **Page 6, Main Fundraising Activities, d) Endowment Development:** revise the wording to remove the recommended frequency of fundraising campaigns that are specifically to increase endowment.
  - b. **Page 6 , Main Fundraising Activities:** add e) **Surplus Funds- At the completion of the fiscal year (June), the Finance Committee and Board will evaluate any surplus funds for allocation decision- transfer excess to the Endowment or use for operating costs.**
  - c. **Page 7, Duties of the Finance Committee:** Suggested revision to soften the language requiring efforts to garner donations specifically to build the Endowment. Suggesting “when feasible”.
  - d. **Page 7/8, Endowment Spending Rate:** Recommend increasing the spending rate cap from 4% to 5% upon Essex Financial advice. Endowment earns

**more than 5% on average and that cap will not be detrimental to the principal.**

**e. Page 9, Investment Objectives, b) Fixed Income Guidelines: should be updated and in alignment with the wording in a) by adding “or ETFs with holdings listed on major U.S. or international exchanges”.**

## **Page 6 (edit d, add e)**

### **Main Fundraising Activities**

Fundraising will involve at least these (4) main types of fund solicitation efforts:

- a) Membership Drives – it is important to maintain and increase Library membership to enhance Library patronage and service to the community. To that end, the Executive Director in conjunction with the Board President and the Membership Committee will ensure that Membership Renewal Outreach is conducted on a rolling basis.
- b) Special Events –to help cover operating expenses and create enhanced community goodwill, the Library will seek to offer various fundraising and community engagement activities (e.g. book sales, house tours, races)
- c) Grants and Stipends – the Executive Director, in conjunction with Board members as necessary, will seek and inform the Board of any opportunities to apply for grants and stipends given by governmental agencies or other entities. For projects that would impact the building and/or grounds, Board Approval must be obtained before submission. The Executive Director may use their discretion to apply for grants and stipends for programs and materials (excluding building and/or grounds), up to \$10,000, without prior Board approval; all other amounts require Board Approval prior to submission. Once approval has been obtained to proceed with an application, the Executive Director will compose and file said application(s), with the assistance of Board members as needed
- d) Endowment Development – a critical component of the planning for the longevity of the Library as a vital and vibrant member of the community it serves is the maintenance and growth of its Endowment funds. Given its importance in the financial health of the Library, there is an Endowment Investment Policy that speaks to its overall management. However, as part of Fundraising, **efforts should ensure whenever possible that there is at least one (1) major campaign during a calendar year that seeks to specifically increase the funds in the Library’s Endowment account.** REVSION TO REMOVE FREQUENCY
  - e) **Surplus Funds- At the completion of the fiscal year (June), the Finance Committee and Board will evaluate any surplus funds for allocation decision-transfer excess to the Endowment or use for operating costs.** NEW

## Duties of the Finance Committee

While all Board members shall have an overall knowledge, the Endowment Fund will be managed by the Finance Committee of the Board of Trustees. As stated by the Library By-Laws, the Finance Committee is required to follow the Investment Position Policy and work with the Board to devise strategies to encourage and attract more gifts and donations to the Endowment Fund **when feasible**.

## Endowment Spending Rate

The spending rate shall be recommended to the Board each year by the Finance Committee. The spending rate (the annual amount withdrawn from the Endowment, if needed) is to be no more than **4%** of the Endowment's assets measured each June 30.<sup>th</sup> The spending rate shall be based on the three-year moving average of the market value of the Endowment taking into consideration the estimated total investment return, the estimated rate of inflation and the operating needs of the Library. **INCREASE TO 5%**

## Investment Objectives

The investment objective is to maximize the Endowment's long-term rate of return consistent with a mix of 60% equity, 35% fixed income, and 5% in money market. However, a range between 50-70% equity may be permissible to allow for allocation drift resulting from appreciation and distributions from holdings.

- a) Equity Guidelines – Equity investments are to be limited to mutual, commingled index funds or ETFs with holdings listed on major U.S. and international exchanges.
- b) Fixed Income Guidelines – Approved fixed income investments are to be limited to mutual funds, U.S. Treasuries or U.S. Agencies or corporate bonds, **or ETFs with holdings listed on major U.S. or international exchanges**. No one issue should exceed 5% of the portfolio's total. The restriction excludes U.S. Government or agency securities. Individual fixed income investments should be rated investment grade by S&P and/or Moody's.

