

**Agenda for Ivoryton Library Regular Board Meeting January 27, 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. Youth Services Librarian introduction- Shannon Williams
3. Consent Agenda
  - a) Approval of December Minutes
  - b) Approval of January Treasurer's Report
  - c) Approval of January Director's Report
  - d) Record- 12/10/2025 email approval of October minutes; December Director's report; Finance Committee recommended changes to Policies; distribution (vs. reinvestment) of the CFMC Designated Fund \$3,5550; and approving up to \$6000 spend for chimney repair.
4. Library changes- Colleen
  - a) Employee policy for Paid Time Off (for decision)
  - b) Current wages- for information only
  - c) Change in bookkeeping
5. Committee Reports- status, membership, recommendations, decisions needed
  - 1) Building and Grounds Committee- Carol Sullivan Chair
    - a) Fire marshal update- capacity, extinguisher and egress- Colleen
    - b) Peters Mechanical maintenance agreement (for decision)
    - c) Chimney project status
  - 2) Friends of the Ivoryton Library (FoIL) and General Fundraising
    - a) FoILupdate- Abbe and Colleen
    - b) Next event(s): Escape Room March 13-29
    - c) Selling Houses of Essex books- progress on gift shops- Louisa
  - 3) Finance Committee- Michael Lennon
    - a) Budget Discussion (see attached draft)
    - b) Distribution of Coombs bequest (for decision)
  - 4) Membership Committee
    - a) Membership renewal reminders- progress and response- Colleen
  - 5) Nominating Committee
    - a) Nomination process and filling the open seat and upcoming term ends- Sharon
6. By-Law and Policy Discussion (for decision- see attachment)
  - a) Residence requirements for Board Members
7. Board Education: skipped for the month
8. New Business- any grant applications for review?
9. Adjourn **Next meeting: February 24<sup>th</sup> 2026, 6pm**

## Minutes for Ivoryton Library Regular Board Meeting December 9, 2025, 6:00PM

**Executive Director:** Colleen Goodrich

**Board Members Present:** Deb Brown, Louisa Ketron, Sharon Lewis, Ron Nelson, Kathy Marois, John Matthiessen

**Board Members Absent:** Leslie Barlow, Diane Day, Michael Lennon, Abbe MacLise, Melissa Ozols

1. Meeting called to order at 6:00 -- no quorum so board was unable to vote.
2. Consent Agenda: **(Sharon will request board approval via email.)**
  - a) Approval of October Minutes
  - b) Approval of December Treasurer's Report
  - c) Approval of December Director's Report

Updates:

- Annual CFMC Designated Fund Distribution. \$3,550 available for distribution or reinvestment in calendar year 2026. A decision must be communicated to CFMC. **(Sharon will request board approval via email.)**
- IL is set up for Essex Bank Community Improvement Fund vote. Voting starts in February.
- We have fiber internet and phone. IL saves \$70/month with this.
- Exterminator ProfExt came and treated for mice with high dose Vitamin D (non-toxic to owls and other predators). A monthly treatment will be implemented.
- A charitable donor advised fund made a donation but no contact information was provided.
- Library is paying bills by Autopay as much as possible to simplify accounting.

3. Library changes
  - a) *Houses of Essex* books- Kathy  
We have ~720 of them. Hosting Company will be added to retail sellers (in addition to Goods and Curiosities. Board brainstormed ideas for selling or giving them out. **Action: Colleen will reach out to the other tri-town libraries and school libraries to donate a set of books if they want them. The Library will make a 3-month push to sell the books and revisit what to do with the remaining inventory in April.**  
**Action: Louisa will visit other local gift shop to see if they will purchase inventory at \$12/book.**
  - b) Full-time Youth Services Librarian search – Colleen  
We have seven applications, three with masters in library science. Interviews will begin shortly.
  - c) Employee policy for Paid Time Off- Colleen (for decision)  
Colleen is drafting this, which will require a board vote for approval at the next meeting.
4. Committee Reports- status, membership, recommendations, decisions needed
  - 1) Building and Grounds Committee- Carol Sullivan Chair
    - a) Actions from previous meeting

- Waiting for follow-up on HVAC plan. (**Colleen**)
- Also waiting to hear back from fire marshal on room capacity, egress and extinguisher questions. (**Colleen**)
- Unused radiators, furniture and doors have been given away or sold. (**Colleen- follow up with Phil Miller on whether he wants the last door.**)
- A display monitor was donated for the community room.
  - b) Chimney project: Carol has gotten two quotes around \$5,700 to fix them. She has asked for permission to choose a mason to spend up to \$6,000 on them. (**Sharon will request board approval via email.**)
  - c) Drainage project: Sharon requested recommendations for a drainage contractor.

2) Friends of the Ivoryton Library (FoIL) and General Fundraising

- a) FoIL update (see meeting minutes FYI)- Abbe and Colleen
- b) Book sale outcome: Great volunteer help! We made \$372 -- not worth the labor and storage issues. The library will no longer accept used book donations with some exceptions (at the Librarians discretion) for things that can be added to circulation
- c) Next event(s): Escape Room March 13-29. Alice in Wonderland theme.

3) Finance Committee- Michael Lennon (tabled)

- a) Budget Discussion (tabled)
- b) Finance Committee Report Nov 32025
 

Endowment fund had 10.8 percent growth in last 12 months. (**Sharon will request board approval via email of Finance Committee recommendations to Policy changes. See below.**)

4) Membership Committee- Leslie Barlow

- a) Membership renewal reminders and benefits- Colleen
- b) Membership numbers are down. Membership meeting produced idea of “A very merry membership” gift certificate program. Colleen is changing to a “rolling renewal” system so members will receive renewal letters the month before they expire. Little Green Light donor membership application is being implemented to simplify communications.

5) Nominating Committee- Leslie Barlow

- a) Filling the open Board position. Board members should ask around -- it would be great to get some younger board members. **In January we will discuss formalizing the nominating committee and process.**

5. By-Law and Policy Discussion (**Sharon will request board approval via email.**)

- a) Residence requirements for Board Members -- do we expand membership to residents of other towns? Board members present discussed -- some argued in favor of Ivoryton or at least tri-town residence or occupation for members. **This discussion will be continued in January for decision.**
- b) Finance Committee recommended revisions. These are detailed in the Finance Committee’s Nov. 3 2025 meeting minutes.

6. Board Education: skipped for the month

7. New Business- any grant applications for review?

8. Adjourn 7:58 p.m. **Next meeting: January 27<sup>th</sup> 2026, 6pm**

**Ivoryton Library Association**  
**Profit & Loss Statement**  
**December 1 - December 31, 2025**

	<b>December</b>	<b>December</b>		<b>FY 2025</b>
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Budget</b>
<b>Revenue</b>				
Membership Dues	\$ 670.00	\$ 2,666.67	\$ (1,996.67)	\$ 32,000.00
Contributions, Other	1,125.00	-	1,125.00	9,000.00
Grants		750.00	(750.00)	12,000.00
Fundraising		1,000.00	(1,000.00)	1,500.00
Late Fines/Book Repl./Sales	120.00	125.00	(5.00)	136,000.00
Town Support		11,333.33	(11,333.33)	
<b>Total Revenue</b>	<b>\$ 1,915.00</b>	<b>\$15,875.00</b>	<b>\$(13,960.00)</b>	<b>\$190,500.00</b>
<b>Expenses</b>				
Payroll Fees	\$ -	\$ -	\$ -	\$ -
Bank Service Charges		-	-	-
Grounds Maintenance	50.00	-	(50.00)	10,000.00
Dues/Passes/Gifts		833.33	833.33	750.00
Fees/Licensing	218.64	62.50	(156.14)	-
Fundraising		-	-	3,000.00
Insurance	528.60	250.00	(278.60)	7,000.00
Library Supplies (Books, Mag, etc)		583.33	583.33	21,250.00
LION		1,770.83	1,770.83	12,500.00
Office Supplies/Postage/Misc.		1,041.67	1,041.67	7,000.00
Payroll Taxes	5,045.97	583.33	(4,462.64)	10,000.00
Printing		833.33	833.33	1,000.00
Professional Fees	1,002.00	83.33	(918.67)	6,000.00
Program Expenses	204.00	500.00	296.00	2,000.00
Utilities	1,002.29	166.67	(835.62)	10,000.00
Wages	5,943.46	833.33	(5,110.13)	100,000.00
<b>Total Expenses</b>	<b>\$ 13,994.96</b>	<b>\$ 7,541.67</b>	<b>\$(6,453.29)</b>	<b>\$190,500.00</b>
<b>Net Operating Income</b>	<b>\$(12,079.96)</b>	<b>\$ 8,333.33</b>	<b>\$(20,413.29)</b>	<b>\$ -</b>
Other Income		-	-	-
Other Expense				
<b>Net Other Income</b>	<b>-</b>			
<b>Net Income</b>	<b>\$(12,079.96)</b>	<b>\$ 8,333.33</b>	<b>\$(20,413.29)</b>	<b>\$ -</b>

**Ivoryton Library Association**  
**Profit & Loss Statement**  
**July 1 - December 31, 2025**

	<b>YTD</b>	<b>YTD</b>	<b>YTD</b>	<b>FY 2025</b>
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Budget</b>
<b>Revenue</b>				
Membership Dues	\$ 1,540.00	\$16,000.00	\$(14,460.00)	\$ 32,000.00
Contributions, Other	4,149.00	\$ -	4,149.00	
Grants	15,000.00	\$ 4,500.00	10,500.00	9,000.00
Fundraising	7,794.12	\$ 6,000.00	1,794.12	12,000.00
Late Fines/Book Repl./Sales	794.00	\$ 750.00	44.00	1,500.00
Town Support	66,318.50	\$68,000.00	(1,681.50)	136,000.00
<b>Total Revenue</b>	<b>\$ 95,595.62</b>	<b>\$95,250.00</b>	<b>\$ 345.62</b>	<b>\$190,500.00</b>
<b>Expenses</b>				
Payroll Fees	\$ 453.33	\$ -	\$ (453.33)	\$ -
Bank Service Charges	56.00	\$ -	(56.00)	-
Grounds Maintenance	9,849.49	\$ 5,000.00	(4,849.49)	10,000.00
Dues/Passes/Gifts	575.61	\$ 375.00	(200.61)	750.00
Fees/Licensing	1,405.16	\$ -	(1,405.16)	-
Fundraising	3,044.45	\$ 1,500.00	(1,544.45)	3,000.00
Insurance	4,758.60	\$ 3,500.00	(1,258.60)	7,000.00
Library Supplies (Books, Mag, etc)	4,676.56	\$10,625.00	5,948.44	21,250.00
LION	6,659.03	\$ 6,250.00	(409.03)	12,500.00
Office Supplies/Postage/Misc.	1,210.44	\$ 3,500.00	2,289.56	7,000.00
Payroll Taxes	8,350.34	\$ 5,000.00	(3,350.34)	10,000.00
Printing	243.55	\$ 500.00	256.45	1,000.00
Professional Fees	3,350.60	\$ 3,000.00	(350.60)	6,000.00
Program Expenses	(635.78)	\$ 1,000.00	1,635.78	2,000.00
Utilities	4,500.04	\$ 5,000.00	499.96	10,000.00
Wages	49,280.67	\$50,000.00	719.33	100,000.00
<b>Total Expenses</b>	<b>\$ 97,778.09</b>	<b>\$95,250.00</b>	<b>\$ (2,528.09)</b>	<b>\$190,500.00</b>
<b>Net Operating Income</b>	<b>\$ (2,182.47)</b>	<b>\$ -</b>	<b>\$ (2,182.47)</b>	<b>\$ -</b>
Other Income	16.56	-	-	-
Other Expense				
<b>Net Other Income</b>	<b>16.56</b>			
<b>Net Income</b>	<b>\$ (2,165.91)</b>	<b>\$ -</b>	<b>\$ (2,182.47)</b>	<b>\$ -</b>

## Director's Report January 2026

### **Fundraisers**

A Very Merry Membership Campaign- Sold 3 gift memberships  
Looking for help filling envelopes for expired membership renewal  
Process of migrating donor info to Little Green Light has been time consuming but informative  
Marketing info submitted to Essex Bank for CIP ballot publicity  
Plant Sale—Held by Friends of Ivoryton Library

### **Operations**

Building's water meter replaced on 12/15  
FY 26/37 budget request submitted to town  
New book vendor profiles are finished and orders from Ingram are coming in.  
Estate gift to library update  
Annual CFMC Designated Fund Distribution or Reinvestment Request Decision Confirmation  
Notice to Abutters—122 Main St, Ivoryton  
Evidence of rodents has greatly increased, to practically zero! decreased!  
Fire Marshal measured our rooms and will be providing guidance on capacities and fire escape routes shortly.  
Received Maintenance Plan Quote from Peters Mechanical  
Romain, That French Guy Handyman, will be working on the sliding door the week of February 9, 2026.  
Nina Sulinsky will retire as Bookkeeper at the end of January. Many systems have been automated. Quotes requested from 2 other bookkeepers for general oversight.

### **Adult programs**

Genealogy class with Dwight Fowler 1/19/2026  
Adult Craft Night: Iris Paper Folding 1/21/2026  
Meditation series & Death doula programs in the planning stages  
Tea & Murder Book Club  
Facts & Fibs Book Club  
Cribbage Club  
Fiber Fanatics  
Friends of Ivoryton Library—3rd Monday of each month  
Just Desserts Book Club  
Meeting rooms being used by language classes and literacy volunteers  
Illuminations Success. ~100 Letters to Santa

### **Children's room**

Shannon Williams was hired as Youth Services Librarian. See separate report.  
Shannon has been conducting inventory of the collection.  
Survey

## PTO Policy—Draft for Board Meeting on 1/27/2026

Paid Time Off consists of sick days, personal days, and vacation days. There is no differentiation between types of time off in regards to this policy.

PTO is renewed based on the calendar year, beginning January 1 and ending December 31.

### FULL-TIME(FT) PERSONNEL

1-4 years: 3 weeks per year

5-9 years: 4 weeks per year

10-15 years: 5 weeks per year

16+ years: 6 weeks per year

Full-time employees may carry over up to 1 week of PTO from the previous year.

### PART-TIME(PT) PERSONNEL

PT staff do not receive PTO benefits. However, the flexible nature of our institution usually allows for staff to swap shifts if needed. Schedule changes must be approved by the Executive Director.

PTO will not be paid out if an employee resigns or their employment is terminated.

	July 2022 - July 2023	July 2023 - July 2024	July 2024 - July 2025	July 2025 - July 2026	Jan 2026 (min wage adjustment)
Elizabeth B	\$21.00	\$21.63	\$22.30	\$22.97 (employ end Oct 2025)	
Rosalie	\$15	\$15.45	\$16.39	\$16.88	\$16.94
Sharyn	n/a	\$16	\$16.48	\$16.97 (employ end Aug 2025)	
Stephanie	\$15	\$17	\$17.51	\$18.04	NA
Colleen (salaried)			\$60,000 (employ start Feb 2025)	\$61,800**	NA
Shannon (Salaried)				\$45,000 (employ start Jan 2026)	NA
				** Error in raise calculation. Colleen was being paid \$61,700 rate for July 2025-Jan 2026. Pay will be corrected in Jan.	
		3% raises	3% raises	3% raises	
Minimum Wage	July 2022: \$14	Jan 2024: \$15.69	Jan 2025: \$16.39	Jan 2026: \$16.94	
	June 2023: \$15				
Year end bonuses					



## PLANNED MAINTENANCE SERVICE CONTRACT

January 1<sup>ST</sup> 2026



Prepared for:  
Colleen Goodrich

Company Name:  
Ivoryton Public Library

Equipment Site:  
106 Main Street, Ivoryton, CT 06442

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66 Cedar Lake Road • Chester, CT 06412 • Phone 203-772-5387

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## PLANNED MAINTENANCE SERVICE CONTRACT

Our Planned Maintenance service contract is designed to provide you with an ongoing maintenance program. The program will be initiated, scheduled, and monitored by our company. This agreement is custom designed to maximize the life of your equipment, minimize repairs, and minimize operating costs by keeping the equipment at peak operating efficiency. We are committed to being a partner in business and will work with you to make your building function efficiently and optimally.

### PETERS MECHANICAL WILL PROVIDE THE FOLLOWING:

- A customized preventive maintenance schedule based on system requirements and individual equipment.
- All the necessary labor and material needed to perform the inspection service. Inspection procedures will follow Peter's Mechanical's custom inspection procedures. See our inspection checklist for details.
- Inspection times/types are custom solutions based on the type of equipment being serviced, the environment the system resides in, our experience, and factory recommendations.
- Detailed record keeping of all work performed.
- Priority response is given to our contract customers during normal working hours. Emergency service will be available evenings, weekends and holidays.
- Critical areas will be given 24/7 emergency response.
- Common materials and parts will be available 24/7 and specialized parts will be provided expedited ordering.
- Additional work not included in the contract will be billed at a reduced time and materials rate.
- Instruction for the proper operation of the specified equipment.
- We take a proactive approach to repairs. We try to discover and anticipate any problems before they occur. For any issues discovered during the course of maintenance, a detailed report will be provided. This report will contain complete details regarding the issues found, as well as our recommendations for any necessary repairs along with pricing.

### PETERS MECHANICAL TEAM

You will be assigned a primary technician who will be your main contact. Your technician will make sure your facility is properly maintained and receives required maintenance and service. If for any reason your technician is unavailable you will also have a designated secondary technician who is familiar with your account and building system.

For especially difficult problems, a Support Manager will be assigned to assist in finding a solution so you always get the best possible results.

Peters Mechanical. will work as liaison to manufacturers. Our service department will maintain a relationship with all major manufacturers giving us access to their expertise in your specific type of equipment. We are also factory authorized dealers making it easier to provide warranty repairs.



## PLANNED MAINTENANCE SERVICE CONTRACT

Our highly skilled technicians are all OSHA-certified, have EPA licenses to handle refrigerants, and follow all guidelines for hazardous waste material disposal.

For all critical problems our design and engineering team is available to provide support.

### INDOOR AIR QUALITY

Indoor air quality is very important. Breathing quality indoor air is critical for good health. Employees spend a significant amount of time indoors where pollutants can cause irritation of the eyes, nose, and throat, headaches, dizziness, and fatigue. These symptoms lead to a loss in productivity. Peters Mechanical helps alleviate issues revolving around poor indoor air quality by:

- Changing filters;
- Performing economizer maintenance allowing for proper air ventilation;
- Emptying and cleaning drain pans;
- Design parameters to meet indoor air quality requirements for your specific circumstance.

### YOU AGREE TO:

- Operate the specified equipment per our instructions.
- Promptly notify us of any unusual operating conditions.
- Permit our service technicians to use your common building maintenance tools such as ladders.
- Permit only our service technicians to work on the specified equipment.

### GENERAL CONDITIONS

**Maintenance Occurs:** 8:00 AM to 4:00 PM Monday through Friday excluding holidays.

**System Design and Performance:** This contract does not cover system design or its performance in maintaining design conditions unless the system was installed by Peters Mechanical.



## PLANNED MAINTENANCE SERVICE CONTRACT

**Damage:** We will not be responsible for any damage caused by obsolescence or acts of God or for any special, incidental, or consequential damages resulting from or occasioned by the failure of the specified equipment.

**Exclusions:** Cabinets and ductwork, water supply and drain beyond the specified equipment. Rust corrosion and exposure to the elements. Repair or replacement of non-maintainable sections and components such as boiler vessels, furnace heat exchangers, shell and tube heat exchangers, valve bodies, heating and cooling coils, pipe insulation, and glycol. Electrical service beyond the specified equipment disconnect switch. Cost of expedited and over-night shipping. Damage to equipment caused by vandalism, electrical power brownouts, unexpected freezing, and damage due to weather and natural disasters. Work made necessary by the enforcement of government codes or building and union regulations. Repairs necessary to restore the specified equipment to satisfactory condition occasioned by someone other than our service technicians working on the specified equipment. Crane service. Any labor and material required to bring up to date obsolete components or equipment.

**Guarantee & Warranty:** We are committed to offering the best service, installation, and design work in class and the highest level in customer satisfaction. All work is performed by licensed service technicians who receive direct factory instruction and our own in-house training. We guarantee all of our work including installation, design and service. If the job is not done to your satisfaction or if a problem is discovered that is due to our error, we will make the necessary corrections and/or repairs at no cost to you. All parts come with a 1 year warranty unless otherwise noted.



## PLANNED MAINTENANCE SERVICE CONTRACT

### CONTRACT TERMS:

**Contract Price Yearly:** \$960.00 per year plus sales tax

**Payments Terms:** Biannual Billing (\$480 Biannual)

**Contract Will Commence On:** January, 1 2026 with Signature

**Automatic Renewal:** This agreement will automatically be renewed on a yearly basis unless notice of termination is given.

**Termination:** Either party may terminate this contract by notifying the other in writing at least 30 days before the anniversary date.

**Annual Contract Price Adjustment:** The annual contract price can only be adjusted at the anniversary date unless equipment is added or subtracted from the original agreement during its term.

**Payment:** Payment will be due to Peter's Mechanical within 30 days from invoice date. Invoices can be paid by Check or ACH. Any payment past due shall bear monthly interest at the maximum interest rate permissible under the statute of the State of Connecticut. You will also be responsible for any attorney's fees if the account is turned over to an attorney and also shall be liable for Sheriff fees, court costs and any other expenses of collection.

**Effective only upon acceptance:** This contract is not binding on the parties until:

The equipment has been checked by our service technician; and the contract is signed as accepted by Peters Mechanical.

**Hourly Rates:** You will be charged what the current hourly rate is for contract service customers for any repairs or service performed beyond the inspection services. These rates may increase yearly.

### Hourly rates effective 1/1/2026

8:00 AM to 4:00 PM, Monday through Friday (Excluding Holidays)

- \$160.00 Per hour for HVAC repairs

All other times (overtime) - \$220.00 Per hour for HVAC repairs



## PLANNED MAINTENANCE SERVICE CONTRACT

## EQUIPMENT LISTING



## PLANNED MAINTENANCE SERVICE CONTRACT

EQUIPMENT	INSPECTIONS PER YEAR	FILTER CHANGES PER YEAR	BELT CHANGES PER YEAR	OTHER SERVICES
Split System	2	2	-	Condenser Coil Cleaning

**Filters** – MERV8 pleated filters



## PLANNED MAINTENANCE SERVICE CONTRACT

### SPRING PROCEDURE

Split System

### FALL PROCEDURE

Split System

Clean Air Filters	Clean Air Filters
Inspect Evaporator Coil	Inspect Evaporator Coil
Inspect Condenser Coil	Inspect Condenser Coil
Lube Motors and Bearings if Applicable	Lube Motors and Bearings if Applicable
Inspect Evaporator Blower Motor	Inspect Evaporator Blower Motor
Inspect Condenser Fan Motor	Inspect Condenser Fan Motor
Inspect and Tighten All Electrical Connections	Inspect and Tighten All Electrical Connections
Inspect Relays and Contactor	Inspect Relays and Contactor
Check Refrigerant Level	Check Refrigerant Level
Measure Compressor Amperage	Measure Compressor Amperage
Measure Compressor Voltage	Measure Compressor Voltage
Check Crankcase Heater	Check Crankcase Heater
Clean Condensate Drain and Trap	Clean Condensate Drain and Trap
Check Operation of Condensate Pump	Check Operation of Condensate Pump
Check Operating Controls	Check Operating Controls
Check Safeties	Check Safeties
All Access Panels Are Back in Place	All Access Panels Are Back in Place
All Power is Restored	All Power is Restored



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## PLANNED MAINTENANCE SERVICE CONTRACT

### CONTRACT ACCEPTANCE:

### SIGNATURE & CONTRACT ACCEPTANCE

We both acknowledge that this proposal contains our entire agreement.

#### **Your Acceptance:**

**Company:** \_\_\_\_\_

**Accepted By:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Our Acceptance:** *Jeffrey Peters*

PLANNED MAINTENANCE SERVICE CONTRACT – **Date:** January 1, 2026

Equipment Site: 106 Main Street, Ivoryton, CT 06442  
Contract Price Yearly: \$960.00 per year plus sales tax

For acceptance, please sign and return.

**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>

TRUSTEE	CURRENT TERM (2yrs)	TERM START	MAX TERM (6 yrs)	PREVIOUS TERMS?
Leslie Barlow	6/25-6/27	6/2021	6/2027	
Deb Brown	6/24-6/26	6/2022	6/2028	
Diane Day	6/24-6/26	6/2024	6/2030	None
Louisa Ktron	6/24-6/26	6/2020	6/2026	
Michael Lennon	6/25-6/27	6/2023	6/2029	
Sharon Lewis	6/25-6/27	6/2021	6/2027	None
Abbe MacLise	6/25-6/27	6/2025	6/2031	None
Kathy Marois	6/24-6/26	6/2022	6/2028	
John Matthiessen	6/24-6/26	6/2020	6/2026	
Ron Nelson	6/25-6/27	6/2025	6/2031	None
Melissa Ozols	6/24-6/26	6/2022	6/2028	

- Terms are 2 years. At the end of a term the Trustee must be reinstated at the Annual Meeting.
- Trustees can serve for 3 consecutive terms (6 years).
- At the completion of 3 consecutive terms, Trustees must step down but are permitted to rejoin after a 1 year hiatus.

**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.**

Notes from December 9<sup>th</sup> 2025 initial discussion:

Options:

- No change
- Open to residence in any town
- Open to past residents of Ivoryton
- Add Chester and Deep River for complete Tri-Town
- Add “or works in”