

Minutes of the  
Killingworth Library Association  
Board of Directors Meeting  
November 28, 2011

Directors present: Vinny Bongiovanni, Nancy Bradley, Sue Cornell, Marsha Couture, Shelly Cumpstone, Eileen Cyrus, Lou Goldblatt, Alison Karam, Helen Mahoney, Mary Lou Marinelli, Jim McDonald, Jan O'Sullivan, Katherine Smith, Mark Torrente, Connie Wilson, Harold Wright

Director unexcused: Bob Bellonio

Also present: Tammy Eustis, Head Librarian

President Alison Karam called the meeting to order at 7:05 P.M.

Consent Agenda:

- After removing one item from the Consent Agenda, move to accept: Helen. Second: Jim. Vote: Accepted unanimously.

President's Report:

- Alison will e-mail to each board member a copy of the annual report she has written for the town. Please look over and comment by next Monday (Dec. 5). Alison will finalize and submit to the Town before the December 15 due date.

Minutes:

- There were no changes to the October minutes. Alison asked that they be filed as written.

Library Report:

- Full report attached.
- In addition, Tammy mentioned that Bob Fahrenholz and Harold had done some repairs around the library. She also discussed her concern with the furnace, which has needed restarting once a week for the past several weeks. She and Nancy have been in touch with Ray Desjardins who will be cleaning the furnace in December.
- Tammy summarized her detailed report concerning the purchase of a new program for library circulation. She answered questions about her preference. Assuming adequate funding, the board expressed satisfaction with her choice and gratitude for her research. Jim moved to accept the plan to purchase the new program. Harold seconded. Vote: Passed.

Budget and Finance Committee Report:

- Jan answered questions about the October financial reports. Alison asked that reports be filed.
- Question of how to use the money donated in Liz White's memory. Tammy will talk with Liz's husband who has agreed to match the funds.

Fund Raising Committee Report:

- Marsha reported that Shelly will be selling frozen apple pies at her family's Christmas tree farm for the next two weekends. Working on details with Lyman's as well as quantity that can fit in the freezer Mark donated.
- There will be some miscellaneous items on sale at the Santa visit Saturday.
- Next step will be to organize the ball slated for late March or early April.

Book Sales Committee Report:

- Lou reported we have sold about \$75 worth of giftable books in the past three days.
- We have lots of inventory for the February sale.

#### Grants Committee Report:

- In addition to what was in the Consent Agenda, Lou is trying to get another one or two grant applications out by the end of the year.
- In researching for the Bank of America grant, Lou discovered a link showing that Killingworth does not qualify as a "low to moderate income" community.
- Lou has two local sources for funding, which he recommends holding back until we hear from Praxair.

#### Public Relations Committee Report:

- Sue agreed to send out additional information about Mr. LaPlante, a recent presenter at the library, as suggested by Katherine. Alison suggested adding a digital photo which Tammy will send to Sue.

#### Computer Committee Report:

- Vinny got the word processing printer to work with both computers in the back. He suggested the problem may have been caused by residents using our plugs for charging during the recent power outage and further suggested we might think about providing a "charging station." He will do some research. Discussion of where to put it, etc.
- Alison asked how the "main printer" was doing. Diagnosis is not good, and the board authorized Tammy to buy a new one.

#### Building and Grounds Committee Report:

- Nancy and Harold are working on pruning shrubbery.
- Nancy has called a cleaning service concerning our rugs but has not yet heard back. The board agreed that it was time to have them cleaned.
- Mary Lou reported that she is finished with building the new Annual Fund sign. Jim will place it outside. The board offered its gratitude to Mary Lou for her time and talents.

#### Program Committee Report:

- Katherine is "working on a few things."
- Nancy reported that two author programs, John Himmelman's and John LaPlante's, were both excellent. There is another author coming next week, and Nancy is working on getting more for next year.
- Jan reminded the board of the January Crossword Tournament.

#### Policy and Bylaws Committee Report:

- Helen asked for a motion to accept the amended bylaws. Mark moved to accept them as of January 1, 2012. Second: Jim. No further discussion. Vote: Passed. Helen thanked the rest of the committee—Alison, Mark, and Connie—for their diligence in concluding this task.
- Motion to accept the new Certificate of Incorporation: Jim. Second: Mark. Vote: Passed.
- Motion to accept the shortened Conflict of Interest policy and to add it to our policies: Mark. Second: Eileen. Vote: Passed.
- Helen will incorporate all these documents into the board's folder in the filing cabinet.
- Alison will sign and send the revised Certificate of Incorporation document to the State and the Pro Bono Partnership.

#### Nominating Committee Report:

- Helen reminded board members of the nominations for officers for the 2012 calendar year. No additional nominations. Jim moved to close nominations and to allow the secretary to cast one ballot. Second: Mary Lou. Vote: Passed. Secretary voted to accept all nominations. Congratulations to the new officers.
  1. President—Alison Karam
  2. Vice-president—Katherine Smith
  3. Recording Secretary—Mark Torrente
  4. Corresponding Secretary—Mary Lou Marinelli
  5. Treasurer—Jan O'Sullivan

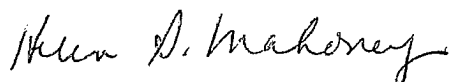
- The following directors had been nominated for renewal on the board:
    1. Bob Bellonio
    2. Alison Karam
    3. Jan O'Sullivan
    4. Katherine Smith
    5. Harold Wright
- Vote to accept passed. Congratulations to elected board members.

Other:

- Annual Fund stands at approximately \$12,000.
- Helen asked board members to sign up for goodies delivery and for food for next Monday's party to recognize staff.
- Katherine shared directions to her house for the party.

Mark moved to adjourn the meeting. Second: Eileen. Vote: Passed. Meeting adjourned at 8:14.

Respectfully submitted,



Helen Mahoney, Recording Secretary

**The next board meeting is scheduled for January 23, 2012. Happy New Year!**

Rec'd November 30, 2011 at 11<sup>15</sup> A M

By Michelle O'Tole Ass't  
Town Clerk

Killingworth Library Association, Inc.

Consent Agenda

November 26, 2011

(Note: Bold items require action. Please take note)

1. President—From Alison

- Annual Report: Alison drafted this past year's annual report to the Town. Our financial statement (from July 1, 2010 - June 30, 2011) will be included in our submission.
- Budget: Alison received our budget request information for 2012/13 from the Town. KLA budget and finance committee members met in November to review the library's budget and anticipated needs. Our budget request is due Friday, January 6, 2012.
- Health Insurance: Our new health insurance rates for the coming year went up slightly from our current year. Anthem no longer offers us the higher cost Century Preferred PPO plan, so employees chose between Anthem's POS plan and the opt-out provisions we offer.
- Signage: Alison communicated with the KWO president about moving their meeting sign closer to Recycle Way. She explained that with the number of groups and individuals wanting to put up signage on library property, we had to create a policy to avoid signage clutter. Mary Frances thanked Alison for letting her know and said KWO appreciated the use of the library for their meetings. In a nutshell:
  - Only library-sponsored programs, or benefits/ events for the library, can be publicized on library grounds. (As you face the library, the edge of our property is in line with the first large tree to the left of the entrance, so signage can be placed from that tree to the corner of Recycle Way)
  - To be fair, we need to be consistent in our policy so other groups don't cry favoritism.

2. Book Sales—From Lou

- On Friday, Nov. 25, we set up a table in the foyer for our second annual giftable books sale to be held from Nov. 26 thru Dec. 22. Once again the desk volunteers helped out by putting ribbons on sets and notably good items. Sold \$25 worth of books before I finished setting up the table. We might not have enough inventory to keep the sale going for the entire month.
- Book donations for the February sale are coming in on a regular basis. The non-fiction section is nominally full, and the fiction section has room for fewer than 20 more boxes. By the end of the month we will be sticking books in every available corner.
- I have not found a buyer for the early *Life* magazines donated last month. Madison library does not allow anyone to post 'for sale' notices on their billboards. We have also received a folio called the University Course of Music Study that looked interesting but impossible to find a buyer for. Therefore, I spoke with Phil Devlin about possible ways to sell the item, and he recommended contacting 'New England Book Auctions' in Deerfield, MA. Paul Mueller, the owner of the auction house, researched the item and determined that it is rare, but there is no market for it. More importantly, he gave me an open ended invitation to contact him again if we have other extraordinary items that might be suitable for an auction.

3. Computers

- From Connie--Main printer leaving smudges, right-hand WP not printing: It was determined that the toner cartridge may have been bad and was to be replaced. The right-hand WP and printer were rebooted, but that did not resolve the issue. I'm not sure if either printer is printing at this point in time; maybe Vinnie can update this.
- Renewal of Athena/Follett support: Discussions were had with regard to cost, replacement software purchase timeline. Decision did not need to be made until November 30. **Recommend further discussion at this board meeting and decision be made.**
- New automation software Verso from Auto-Graphics proposal. Lou is looking into a grant from Praxair to cover the purchase and installation of the software. The library would cover the cost of the first year support. Tammy will be forwarding an updated proposal for the board meeting.
- Black Friday Coupons for Security Cameras: Lou forwarded to the Computer Committee a BJ's website link for coupons to review. Vinnie reviewed them for price and systems available for a benchmark for our future efforts if the library decides to undertake implementing a security system. This was previously shelved due to the legal ramifications of having a security system in place.
- From Vinny--Athena is now backed up manually with a flash drive once a week. This is being done as added insurance since Athena has been problematic. I stopped by the library and also did a backup and will run a test of Athena offline to validate the backup. The main printer has its good days and bad so we

will eventually have to replace that printer. I will stop in to reconfigure the WP printer. The printer works with one computer, but not the other. So far the WP printer has been a challenge since the old fixes have not worked.

4. Finance Committee—From Jan
  - I completed IRS form 990 and sent in to the IRS in advance of the Nov. 15 deadline. The Finance Committee met on November 18 to start the budgeting process for fiscal year 2012-2013 and to discuss the costs of a new card catalog system.
5. Grants—From Lou
  - Received two emails from Tammy regarding possible funding sources. Submitted an automated application to the Praxair Foundation for funding to update our client service computer systems. The application is based on the excellent presentation Tammy made on the subject at our last meeting. Followed up by submitting supplemental information by snail mail and by phone with Jacqueline Hunt of the Foundation staff. Ms. Hunt indicated that the foundation would be considering our application at their December review meeting. They will notify us about their interest in our proposal by the end of December.
6. Nominations—From Helen
  - On Monday we will vote on our slate of officers for 2012 and on our directors who wish to continue on the board. Names are listed in the October minutes.
7. Policies and Bylaws—From Helen
  - Remember that on Monday we will vote to accept (or not) our newly rewritten bylaws and new Certificate of Incorporation. Since I have had no recent questions, I assume all of you are familiar with the documents.
8. Programs—From Jan
  - Kathy and I met to plan the Crossword Tournament, scheduled for Sunday, January 22, 1-4 P.M. (snow date 1/29). I will write up information for Sue to use for publicity, in time for the 12/5 *Krier* deadline. We're also planning to do an abbreviated dry run sometime in early January to test the clock, scoring, and other logistics.
9. Public Relations—From Sue
  - Submitted releases and calendar entries on pie sales, golf tournament, author series Lynn Berger, author series John LaPlante, and Mr. and Mrs. Claus.

## **November 2011 Head Librarian's Report**

### **October Statistics**

Circulation = 5,316 (no downloadable audio #s available this month)

Attendance = 2,750

Reference = 185 in person, plus 402 online

### **New Automated System**

Tammy spent much of 2011 exploring options for a new ILS (integrated library system), to replace Athena. The Athena software is seven years old, the hosting company no longer provides updates, and it will be incompatible with any Windows system beyond XP. Over the course of the year, Tammy attended webinars, spoke to vendors and fellow librarians, and tried out various automated library systems. In the end, the AGenT VERSO system offered by Auto-Graphics is the best choice for our library: Auto-Graphics has worked with library automated systems for 60 years; they are the company that hosts the State Library systems (including interlibrary loan, which would become integrated into our circulation system, saving staff time); and VERSO offers the exact basic features that we need, as well as those that will bring us to current circulation and cataloging functionalities. With the approval of the Budget & Finance and Computer committees, Tammy contacted Auto-Graphics, who promptly gave us a discount on their original quoted price. The Grants committee has submitted a proposal to the Praxair Foundation, to see if they will aid in the initial setup cost. 2012 will be the year for system migration (which takes about 4-6 months) and staff/volunteer training. (In the meantime, we will do our best to keep Athena "alive". We've renewed the basic technical support with its hosting company, as a safety net for unforeseen issues.)

### **eBooks, Continued**

Tammy continues to explore options with various eBook database vendors. She and Lauren met with the library's representative from Baker & Taylor books (they offer an eBook platform), and Tammy continues to talk to professional colleagues about their experiences. These discussions added more interesting insights to the whole eBook puzzle. Three major publishers do not want their newest digital titles made available to libraries (these would be major fiction and nonfiction titles most desired by the general public), and any database – like Overdrive – that offers Kindle access also submits the attached patron records directly to Amazon (which breaks patron confidentiality laws). There is a new digital library system – Freading – that offers decent titles on a "pay-per-view" basis (the library only pays for items that are actually checked out or renewed); it is due to go live in December. Tammy will look into this further; continue to weigh options; and plans to write up a blurb about the challenges of eBooks for libraries for the Killingworth Krier, in an effort to educate the general public.

# Killingworth Library Assoc., Inc. CASH REPORT

October 31, 2011

## WEBSTER CHECKING ACCOUNT

Beginning Balance

\$10,511.40

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
<b>REVENUES</b>			
Book Sales	386.23	3,028.73	3,414.96
Fund Raising			
Annual Fund	7,989.43	419.54	8,408.97
Memory Bracelets		170.00	170.00
DVD Box	66.00	94.00	160.00
Golf Tournament		100.00	100.00
Pizza Delivery	181.21	446.72	627.93
In House Sales Items			0.00
iGive/SuperValu			0.00
Miscellaneous	420.00	500.00	920.00
Gifts Received	922.63	10,563.93	11,486.56
Grant Income			0.00
Rental Income			0.00
Miscellaneous Income	2.77	96.04	98.81
Town Contribution		108,800.00	108,800.00
User Fees	695.40	1,522.95	2,218.35
<b>TOTAL RECEIPTS</b>	<b>\$10,663.67</b>	<b>\$125,741.91</b>	<b>\$136,405.58</b>
<b>DISBURSMENTS</b>			
Books	3,206.10	9,423.32	12,629.42
Capital Equipment			0.00
Computers	737.69	770.00	1,507.69
Dues & Professional Dev.	70.00	720.00	790.00
Fundraising Expenses	767.60	599.00	1,366.60
Goodwill		8.40	8.40
Grant Expenses			0.00
Insurance			
Health	1,654.28	6,830.40	8,484.68
Liability/WC/D&O		8,106.00	8,106.00
Maintenance	73.93	1,215.08	1,289.01
Miscellaneous			0.00
Museum Passes			0.00
Office (supplies, equipment, fees)	956.87	1,822.68	2,779.55
Payroll Expenses	15,209.49	42,609.16	57,818.65
Permanent Gift Expense		22.41	22.41
Programs	538.09	1,621.46	2,159.55
Subscriptions	2,736.21	622.45	3,358.66
Unemployment Compensation		376.88	376.88
Utilities			
Electric	887.11	3,083.54	3,970.65
Oil			0.00
Telephone	101.30	287.92	389.22
To Petty Cash			
<b>TOTAL DISBURSMENTS</b>	<b>\$26,938.67</b>	<b>\$78,118.70</b>	<b>\$105,057.37</b>
Transfer from Endowment			
Transfer to/from Money Market	15,000.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	<b>\$9,236.40</b>		

<b>WEBSTER BUSINESS MONEY MARKET</b>		Beginning Balance	\$78,528.81
Deposits			
Withdrawals	<b>15,000.00</b>		
Interest Income	<b>15.89</b>		
Bank Charges			
		Ending Balance	<b>\$63,544.70</b>

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**ENCUMBERED SAVINGS (WEBSTER)**

TECHNOLOGY FUND

Deposits	0.00	Beginning Balance	\$5,193.00
Withdrawals	0.00	Ending Balance	<b>\$5,193.00</b>

PROGRAM FUND

Deposits	0.00	Beginning Balance	\$7,365.97
Withdrawals	0.00	Ending Balance	<b>\$7,365.97</b>

Interest Income	0.00	Total Ending E.S. Balance	<b>\$12,558.97</b>
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**CITIGROUP MONEY MARKET**

		Beginning Balance	\$0.11
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Deposits

Withdrawals

Interest Income

		Ending Balance	<b>\$0.11</b>
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