

Minutes of the  
Killingworth Library Association  
Board of Directors Meeting  
September 26, 2011

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

Directors excused: Bob Bellonio, Lou Goldblatt, Katherine Smith, Mark Torrente

Also present: Tammy Eustis, Head Librarian

President Alison Karam called the meeting to order at 7:03 P.M.

Consent Agenda: Move to accept: Helen. Second: Jim. Vote: Accepted unanimously.

President's Report:

- Alison asked Harold to pick up the extra Annual Fund letters and envelopes from the mailing house.
- She asked Helen to identify out-of-town donors from the past three years and work with Tammy to get together a list of out-of-town patrons who used the library frequently, and send annual fund requests to both groups.

Minutes:

- There were no changes to the August minutes other than as noted in the Consent Agenda; Alison asked that they be filed as written.

Library Report:

- Full report attached.
- In addition, Tammy mentioned that in our new library-specific email addresses the word *programs* has been changed to *events*, so we have an email address for "events@killingworthlibrary.org " which can be used by a number of people/committees. Alison asked Tammy to post the new email addresses in the board section of the website next to the appropriate contacts.
- Tammy also spoke further about eBooks. Changes are occurring rapidly in this field, and Tammy is trying to absorb as much as she can before recommending a purchase. She explained to the board how eBooks work and how we would not buy hardware or software, but rather access to a database. Something for the future....
- Tammy answered a couple other questions related to specific library issues.

Budget and Finance Committee Report:

- Jan asked for questions about the August financial reports. Alison asked that reports be filed.

Fund Raising Committee Report:

- Shelly reminded the board of changes to our annual golf tournament (See Consent Agenda) and answered questions. She also asked Sue to put out some publicity now about the 2012 date and venue. One bonus (!!!): Since the event will take place at Lyman's, every golfer will go home with a pie.
- Marsha discussed the October 15 vendor fair. At least 8 vendors have committed to attend, and there is a possibility of up to 12. There will be a raffle, but not a bake sale. She asked board members for help setting up at 5:30 p.m. on Friday the 14<sup>th</sup>.
- Marsha reported that Shelly has offered to sell frozen pies from Lyman's at her tree farm before the holidays.
- Jim asked for sign-ups for the October 22 Pizza Delivery Night.

Book Sales Committee Report: No report.

Grants Committee Report: No report.

Public Relations Committee Report:

- Sue mentioned that, in addition to PR listed in Consent Agenda, she has sent out information about two programs: Putting the Garden to Bed and the December Author Event.

Computer Committee Report:

- Connie reported that Tammy and staff are now set up to print out their own business cards.

**Building and Grounds Committee Report:**

- A couple things from Nancy—The carpets are in bad shape and need more than just a cleaning. And there is a problem of dry rot in some of the exterior window trim. Nancy will talk with the town about both issues.
- Also, the shed needs repair. Nancy will look for someone to see to that. Jim offered to help.
- Jim mentioned that he had talked with Alan Chapman about the parking lot light. Alan will talk to CL&P.

**Program Committee Report:**

- Jan discussed a crossword puzzle competition which the library will host. Because she has participated in several of these, she has offered to organize the event for a winter date to be determined, with the help of the Program Committee.
- There was a brief discussion concerning details of the upcoming bats program. Connie offered to lend her laptop for the PowerPoint presentation, if needed. Tammy is seeing to the library's purchase of a PowerPoint projector, since presenters are increasingly requesting one for their programs.
- Nancy mentioned that the first author event is scheduled for October 5, not the 7<sup>th</sup> as listed in the agenda. Board members were asked to consider attending. Three additional author programs have been scheduled. While there have been some requests for outside-of-Killingworth authors, Nancy is keeping it Killingworth-only for now, but Board members are open to including out-of-town authors in the future.

**Policy and Bylaws Committee Report:**

- Helen asked for questions concerning the three new documents which were sent out a week ago: Certificate of Incorporation, updated bylaws, and Conflict of Interest policy. After discussion, she asked board members to see any committee members (Alison, Connie, Mark or Helen) with additional questions. The voting on the documents is scheduled for the October meeting, but that date can be pushed back if directors have concerns.

**Nominating Committee Report:**

- Helen mentioned that with Victor's resignation we have an opening on the board. We should assess our needs before we go searching for a new member. Various ideas were shared among board members.

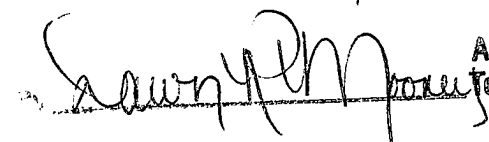
As there was no further business, Alison adjourned the meeting at 8:25.

Respectfully submitted,



Helen Mahoney, Recording Secretary

**The next board meeting is scheduled for October 24, 2011.**

Meeting: September 28, 2011 at 10<sup>30</sup> A.M.  
 **Ass't  
Town Clerk**

Killingworth Library Association, Inc.  
Consent Agenda  
September 24, 2011  
(Note: Bold items require action. Please take note)

President—From Alison

- **Annual Campaign:** Our 2011-12 annual fund drive is underway. This year's letter highlights our library's unique history of volunteer involvement and community support, and asks families and individuals to financially support our fund drive. Letters and envelopes were printed, stuffed and delivered to the post office. Jan delivered a check to the post office to pay for our bulk mailing. Letters should arrive at all Killingworth households early this week.
- **KLA Board:** Victor Prieto has resigned from the board. In communication with Alison, Victor explained that growing demands on his time (professional and personal) made it impossible for him to be an active member of the board at this point in his life. He wrote that he enjoyed his time as a board member immensely and wishes all of us the best. Alison thanked Victor for the contributions he made and wished him the best.
- **Tropical Storm Prep, Follow-up:** Kudos to Tammy and all who were involved in the library's storm prep, monitoring and follow-up during "Irene." Tammy's disaster plan and detailed hurricane-prep checklist were invaluable. Special thanks to Harold for protecting items in basement in case of flooding; Vinny for protecting the server from power surges (and Connie's idea for future planning); Nancy for pulling "gnome duty" and securing items outside the library; Nancy, Jan and Jim's reconnaissance trips to check on the library; Jan for staying on top of payroll; former board member Kathy Amoia for following up on the library's overflowing book drop situation. And everyone else who pitched in to help!

Corrections to minutes—From Helen

- In the August minutes, under Building and Grounds, I incorrectly spelled Sue Durso's name. My apologies.

Book Sales—From Lou

- Mark had a very good month. He sold a book for more than \$100.

Computers—From Vinny and Connie

- The committee tweaked network settings to bring Athena back on line.
- The server was shut down in anticipation of Hurricane Irene. It was started about 5 days later when power was restored.
- The Computer Committee participated in e-mail conversation about projector or TV purchase for the library to provide Power Point presentations. This was handed off to Andrew to provide a recommendation for a purchase to be made from Staples.

Fund raising

- From Jim: Pizza delivery raised \$446.72. Next opportunity to participate Saturday, Oct. 22. Sign up early; sign up often.
- From Shelly: **For your calendar--The golf tournament for 2012 is booked for Thursday, June 14, at Lyman's.**

Nominating—From Helen

- **We are looking for someone willing to be considered for the office of Recording Secretary for next year. Any volunteers should see me.**

Policies and Bylaws—From Helen

- **Please come to the meeting Monday with questions for discussion concerning the documents you received.**

Programs—From Jan

- We have talked about having a crossword puzzle tournament in the winter. I contacted Will Shortz, and he is willing to send us unpublished *NYTimes* puzzles to use; we just need to pick a date and let him know. The tournament would be run similar to one that the Canton Library has held for several years. More details to follow!

Public Relations—From Sue

- Submitted releases and calendar entries on the following: Author Series - Joseph J. Bradley; Author Series - John Himmelman; Pizza Delivery Nights; Bat Programs; Flash Drive Bracelets; and 3rd Annual Fall Fair.

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

### **August Statistics**

Circulation = 5,582, plus 14 downloadable audiobooks via iConn

Attendance = 2,820

Reference = 239 in person, plus 154 online sessions

### **Volunteer News**

The staff and volunteers of KLA were shocked and saddened to learn that we lost one of our newest volunteers, Liz White, who passed away on August 27<sup>th</sup>. Liz worked as a circulation desk substitute for only a few months, but she made a great impression on her co-workers and our patrons. There will be a memorial service on November 19<sup>th</sup>, and Tammy will provide details as they become available.

### **Hurricane Irene**

The staff extends many thanks to our cleaner, Lenore Voigt, for taking the initiative to lay down tarps and buckets in known leaky spots before the storm arrived (there was only one leak, in the usual area by the reading garden doors, and it was well-contained). We also thank the library board members for their post-storm assistance: providing updates on power and road conditions, emptying the bookdrop, prepping the library for its reopening, and shelving all of those items! The new library Disaster Plan was helpful in preparing, and the library can now look ahead to improved post-storm services (if we were to have a generator on-site).

### **Valley Shore Public Librarians**

The VSPL group met on September 15<sup>th</sup> and discussed a wide range of topics: post-Irene storm stories, eBooks, the state budget, library board appointments, and drive-up bookdrops. The group also voted to become an official roundtable of the Connecticut Library Consortium; in this capacity, the consortium will handle PR, speakers, and the funding of any field trips VSPL may wish to take. Tammy was unanimously voted in as chair of the brand-new CLC roundtable.

### **EBooks**

Tammy has been investigating the eBooks option, both by talking with possible vendors and discussing the issue with fellow librarians. The industry continues to do battle with the format, trying to find a balance between the original creation of eBooks as a consumer product and the public's desire to access them through libraries. Some publishers (e.g. HarperCollins) have put limits on the number of checkouts a subscriber may have on single titles, insisting that the items then be repurchased. Providers also have to work out compatibility issues with the wide variety of eReaders on the market. There is also the frustration felt by library users who expect instant access to a popular eBook, and then end up on a very long waiting list because of the shared content (for example, the newest Janet

Evanovich title has 185 holds in Overdrive; whereas our print copy currently has no reserves).

Tammy is looking at the services offered by Overdrive - supported through the CT-based Library Connection consortium - and the new eBooks platform offered by Ingram. All aspects of their services will be considered before making a final decision: circulation issues (checkout times and waiting lists); content; eReader compatibility; any software issues (Overdrive requires a patron authentication protocol which does not exist in our current automated system, Athena); and cost. Hopefully, we can start 2012 with a product that will please our patrons!

### **Upcoming Vacations**

Tammy will be on vacation from Saturday, October 8<sup>th</sup> through Sunday, October 23<sup>rd</sup>.

# Killingworth Library Assoc., Inc. CASH REPORT

August 31, 2011

## WEBSTER CHECKING ACCOUNT

Beginning Balance **\$13,692.65**

|                       | <u>Current Month</u> | <u>Prior Months</u> | <u>Total to Date</u> |
|-----------------------|----------------------|---------------------|----------------------|
| <b>REVENUES</b>       |                      |                     |                      |
| Book Sales            | 2,614.23             | 216.75              | 2,830.98             |
| Fund Raising          |                      |                     |                      |
| Annual Fund           | 299.30               | 82.62               | 381.92               |
| Cookbook              |                      |                     | 0.00                 |
| DVD Box               | 94.00                |                     | 94.00                |
| Golf Tournament       | 100.00               |                     | 100.00               |
| Pizza Delivery        |                      |                     | 0.00                 |
| In House Sales Items  |                      |                     | 0.00                 |
| iGive/SuperValu       |                      |                     | 0.00                 |
| Miscellaneous         | 500.00               |                     | 500.00               |
| Gifts Received        | 5,000.00             | 5,031.00            | 10,031.00            |
| Grant Income          |                      |                     | 0.00                 |
| Rental Income         |                      |                     | 0.00                 |
| Miscellaneous Income  | 35.20                | 42.70               | 77.90                |
| Town Contribution     |                      | 108,800.00          | 108,800.00           |
| User Fees             | 734.00               | 398.85              | 1,132.85             |
| <b>TOTAL RECEIPTS</b> | <b>\$9,376.73</b>    | <b>\$114,571.92</b> | <b>\$123,948.65</b>  |

|                                    |                    |                    |                    |
|------------------------------------|--------------------|--------------------|--------------------|
| <b>DISBURSMENTS</b>                |                    |                    |                    |
| Books                              | 3,561.38           | 2,775.90           | 6,337.28           |
| Capital Equipment                  |                    |                    | 0.00               |
| Computers                          |                    | 445.00             | 445.00             |
| Dues & Professional Dev.           | 240.00             | 480.00             | 720.00             |
| Fundraising Expenses               | 599.00             |                    | 599.00             |
| Goodwill                           |                    | 8.40               | 8.40               |
| Grant Expenses                     |                    |                    | 0.00               |
| Insurance                          |                    |                    |                    |
| Health                             | 1,806.08           | 3,316.72           | 5,122.80           |
| Liability/WC/D&O                   | 1,188.00           | 6,918.00           | 8,106.00           |
| Maintenance                        | 878.96             | 31.57              | 910.53             |
| Miscellaneous                      |                    |                    | 0.00               |
| Museum Passes                      |                    |                    | 0.00               |
| Office (supplies, equipment, fees) | 742.40             | 486.33             | 1,228.73           |
| Payroll Expenses                   | 12,942.85          | 12,939.22          | 25,882.07          |
| Permanent Gift Expense             |                    | 22.41              | 22.41              |
| Programs                           |                    | 1,239.13           | 1,239.13           |
| Subscriptions                      | 167.00             | 337.95             | 504.95             |
| Unemployment Compensation          | 125.31             | 251.57             | 376.88             |
| Utilities                          |                    |                    |                    |
| Electric                           | 1,164.96           | 1,060.26           | 2,225.22           |
| Oil                                |                    |                    | 0.00               |
| Telephone                          | 192.17             |                    | 192.17             |
| To Petty Cash                      |                    |                    |                    |
| <b>TOTAL DISBURSMENTS</b>          | <b>\$23,608.11</b> | <b>\$30,312.46</b> | <b>\$53,920.57</b> |

|                                     |                    |  |  |
|-------------------------------------|--------------------|--|--|
| Transfer from Endowment             |                    |  |  |
| Transfer to/from Money Market       | 15,000.00          |  |  |
| Transfer from/to Encumbered Savings | (1,545.00)         |  |  |
| <b>Ending Checking Balance</b>      | <b>\$12,916.27</b> |  |  |

|                                      |                  |                   |                    |
|--------------------------------------|------------------|-------------------|--------------------|
| <b>WEBSTER BUSINESS MONEY MARKET</b> |                  | Beginning Balance | \$113,480.16       |
| Deposits                             |                  |                   |                    |
| Withdrawals                          | <b>15,000.00</b> |                   |                    |
| Interest Income                      | <b>29.85</b>     |                   |                    |
| Bank Charges                         |                  |                   |                    |
|                                      |                  | Ending Balance    | <b>\$98,510.01</b> |

|                                     |          |                           |                    |
|-------------------------------------|----------|---------------------------|--------------------|
| <b>ENCUMBERED SAVINGS (WEBSTER)</b> |          |                           |                    |
| TECHNOLOGY FUND                     |          |                           |                    |
| Deposits                            | 1,545.00 | Beginning Balance         | \$3,647.00         |
| Withdrawals                         | 0.00     | Ending Balance            | <b>\$5,192.00</b>  |
| PROGRAM FUND                        |          |                           |                    |
| Deposits                            | 0.00     | Beginning Balance         | \$7,365.49         |
| Withdrawals                         | 0.00     | Ending Balance            | <b>\$7,365.49</b>  |
| Interest Income                     | 0.00     | Total Ending E.S. Balance | <b>\$12,557.49</b> |

|                               |  |                   |               |
|-------------------------------|--|-------------------|---------------|
| <b>CITIGROUP MONEY MARKET</b> |  | Beginning Balance | \$0.11        |
| Deposits                      |  |                   |               |
| Withdrawals                   |  |                   |               |
| Interest Income               |  |                   |               |
|                               |  | Ending Balance    | <b>\$0.11</b> |