

Minutes of the
Killingworth Library Association
Board of Directors Meeting
July 25, 2011

Directors present: Bob Bellonio, Vinny Bongiovanni, Sue Cornell, Marsha Couture, Shelly Cumpstone, Lou Goldblatt, Alison Karam, Helen Mahoney, Jan O'Sullivan, Katherine Smith, Mark Torrente, Connie Wilson, Harold Wright

Directors excused: Nancy Bradley, Eileen Cyrus, Mary Lou Marinelli, Jim McDonald

Director unexcused: Victor Prieto

Also present: Tammy Eustis, Head Librarian

President Alison Karam called the meeting to order at 7:02 P.M.

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

President's Report:

- Alison offered kudos to Tammy for getting an outstanding article on *Patch* regarding the use of the library as a cooling center during the recent heat wave and for opening the library doors early when people showed up seeking refuge from the heat.

Minutes:

- Alison asked that June minutes be filed as written.

Library Report:

- Full report attached.
- Tammy added several additional items. First, she passed around a copy of the new flyer directing patrons searching for family history information. Also, she mentioned that the recent henna workshop for kids was very popular and that the presenter has offered to do something as a fund raiser. Third, she reminded board members about the Eagle Scout request for a project idea. A brief discussion yielded no substantial ideas, and Tammy mentioned that the Scout has put out feelers elsewhere.

Budget and Finance Committee Report:

- Jan asked for questions about the June financial reports. The president asked that reports be filed.
- Jan also shared copies of the budget for this new fiscal year and answered questions about the document.

Fund Raising Committee Report:

- Marsha discussed details concerning several Consent Agenda items:
 1. The committee asked for opinions about selling 1 gig flash drive bracelets. After discussion, Mark moved to authorize purchase of 100 bracelets to be sold as a fund raiser. Second: Harold. Vote: Passed.
 2. There was a discussion about a proposed bus trip to New York on Sunday, October 2 (date is different from that in Consent Agenda due to availability of theater tickers). Based on his research, Mark recommends balcony seats to *Mary Poppins*. A \$99 fee would cover the bus ride and a ticket for the 3 P.M. show. Jan is going to check on liability with our insurance agent, and Lou will check the date of the Lion's Club concert, as we do not want to interfere with that event. Once the questions are answered and there are no problems, the committee will move forward with plans.
 3. A Fall Fair is scheduled for October 15. Plans are to include a pie sale. The committee is getting more information before finalizing details.
 4. The February Mardi Gras ball idea has been changed to a March Spring Fling. This event is still in the beginning stages of development.

Book Sales Committee Report:

- Lou reported that the committee is ready for its August 6 sale, except for getting people to work. He passed around a sign-up sheet. Tammy will see that Eileen gets the most recent list of kids needing community service hours.

Grants Committee Report: No report.

Public Relations Committee Report: Nothing further.

Computer Committee Report:

- Vinny discussed the security system quote from Troy Earley. The \$3215 quote is now the third that we have. The committee will go over quotes and consider funding of such a project. Connie asked about getting grant money. Alison asked Lou to look for grants that might cover the expense. Committee will continue working on this.

Building and Grounds Committee Report: Nothing further.

Program Committee Report:

- Katherine reported that there is nothing new until the committee gets responses from the authors.

Policy and Bylaws Committee Report: No report.

Nominating Committee Report: No report.

Other:

- Helen mentioned that several years ago we had promised Tammy and other staff members business cards. The cards were designed but failed in the printing process, and the project floundered. Connie has offered to take this on and complete the promise to the staff.

Alison asked that the board go into Executive Session. After discussion of a personnel issue, the board came out of Executive Session, and, as there was no further business, Alison adjourned the meeting at 7:56 P.M.

Respectfully submitted,


Helen Mahoney
Recording Secretary

The next board meeting is scheduled for August 22, 2011.

REC'D July 27, 2011 2:50 P
Gunda M. Hudek Town Clerk

Killingworth Library Association, Inc.

Consent Agenda

July 23, 2011

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

1. President: From Alison:

- Community Survey: The 2011 Community Survey will go beyond the 2005 survey to probe for interest in serving the library (and our board-related efforts) in various capacities and gauge reception of various fundraising possibilities (i.e. golf tournament, support the library's operating expenses for a day, etc.). Tammy reviewed 2005 content for relevance in 2011 and noted changes. The survey committee is identifying what's most important for us to know and will work to keep the survey short enough so people will still fill it out. An online version will be available (but a paper version will be mailed as well).
- Wine Tasting Fundraiser Wrap-up: Alison submitted news brief and photo of KWO-Lions check presentation from wine tasting fundraiser to local media to publicly thank the organizations for their support of the library's children's programs.
- Staff Salaries: Alison informed library staff of the need to hold the line with no increase in salaries for FY2011-12. With increased costs, reduced revenue streams and no increase from the Town, we were forced to hold the line on salaries for the coming year. By doing this, we can protect all full-time and part-time positions and maintain the level of service we currently provide. These decisions are not made lightly, and we are disappointed we cannot provide additional compensation for all the great work our library staff does.

2. Treasurer: From Jan:

- All June month-end, quarter-end, and year-end payments and reports were done in July. I noticed a typo in one of the items on the May Cash Report, so I am sending it out again with that correction, which didn't affect the May cash balances, only the total for prior months. I requested and received the first installment (of two) from the town for the new fiscal year, which will show up on the July Cash Report. I also paid the \$1 annual rent to the town.

3. Book Sales: From Lou:

- The committee met on Tuesday, July 15, to discuss the August 6 sale. Sue Cornell reported that she had sent press releases to all of the newspapers in the area. Mark Torrente agreed to make a flyer for area libraries, and Cynthia Goldblatt prepared a letter for used book dealers. Lou Goldblatt prepared a sample inventory list, and the whole process culminated with Mark and Sue Cornell's son stuffing envelopes on Friday, July 18. The committee also discussed some logistics for the sale and how to improve sorting for the next sale, beginning August 6 following this sale.
- The shelves for fiction and non-fiction in the attic are filling up fast, but there will be room for the overflow in the children's section. The August sale will be an indoor/outdoor sale with a partial set-up Friday afternoon and finishing set-up Saturday morning. A sign-up sheet will be passed around at the Board meeting. **Any Board member who will not be at the meeting but will be able to help out the weekend of the sale should let the committee know ASAP.**

4. Building and grounds:

- From Nancy: An inspiration was had to purchase and install a whiteboard in the workroom for the purpose of listing building and grounds tasks for board members to accomplish. Nancy, Harold, and Tammy brought the inspiration to fruition. **Please feel free to add tasks or cross them off.**
- The arbor has been relocated, and the Adirondack chairs are chained in place. Other than a plaque (if we want one) the "Memorial Garden" for the staff's relaxation is complete. **Do we want to announce the fact the "garden" was created to memorialize those who supported the library and are now gone?** (Ginny's parents' passing was the inspiration for this garden.)
- From Jan: I spoke with John Wills about the paint situation on some of the trim and on the south side. John was already aware of the problem, as he can't help but notice it every time he comes to the library. He said there is a problem with water runoff in that area, which damages the boards and then the paint doesn't hold. He thought there had been a similar problem on the other side of the library, where boards were replaced prior to his painting in the fall of 2008. He offered to scrape, prime, and paint that area at no charge in order to buy us some time until the siding could be replaced. I contacted him again to thank him and put his offer on hold while others looked into replacement of the boards.

5. Computers: From Vinny:

- Garden software installed on July 1.
- I now have the estimate from Troy Earley for the security cameras. Will discuss at meeting.

6. Fund raising: From Marsha:

- Items underlined require further discussion at board meeting.

- We would like funding (approximately \$650) to purchase 100 1G bracelet flashdrives to sell at \$10.00 each. We need to sell 60 to break even. The additional 40 sold would result in \$400 if sold at \$10 per item.
 - We will NOT be having a bake sale at the August book sale.
 - **Mark** is our liaison with Dattco for bus trips.
 - Here are our thoughts for the year.
 - a. We are looking into having a Dattco bus to a Broadway show on Saturday, October 1. This will be decided by Monday's meeting to ensure publicity in the September *Krier* and other venues. There is the option of adding a tour of the NY Public Library to the trip at no additional cost for the tour. A one-hour tour of the building, including the history, etc. There is a \$7 per person charge (\$5 for seniors, free for students). For a busload of 40-50 people, we would get two docents to split the group. We could do it at 10 A.M. on October 1, the date we talked about at the end of the meeting. (They do tours at 10 A.M., and then the next one isn't until noon.) We are penciled in. There is a centennial exhibit there, which takes about 45 minutes to see. Admission is free, and there are docents there as well. This has the advantage of not adding to the cost of the trip.
 - b. We will have the Fall Fair on October 15 (schedule permitting). We will contact Lyman Orchards to see how much lead time they need for pies to be ordered for pickup at the Fall Fair. *We will need coolers to store the frozen pies.* An order form could be put into the *Krier*, and customers could drop it off with payment at the library. We plan to have the pies available for pick up on October 15, and those customers will come to the library during the Fall Fair, thereby increasing foot traffic to the fair.
 - c. We are looking into having a 1/2 bus in November/December for a Rockettes/Radio City Music Hall trip.
 - d. A bus trip to a Rangers game is planned for January.
 - e. As opposed to a Mardi Gras Library Ball in February, we will have an ODE TO SPRING (or some such thing) ball in March. We are looking at March 24 or 31, depending upon school vacation. **Shelley** is looking into bookmarks with quotes from "Birds of Killingworth." **Shelley and Marsha** will be looking for a venue.
 - f. April will be preparation time for the Wine Tasting and Golf events in May and June. There is talk of another bus trip to the NY Botanical Gardens/Bronx Zoo in May or June.
 - **Marsha** will be taking inventory of various items that we sell to determine if we need to come up with some other small item to offer on a regular basis in addition to / or to replace the cookbooks, stationary, large coloring books when they are gone.
 - We will continue to keep our eyes open for opportunities for fundraising activities along the way.
7. Programs
- From Nancy: A letter was composed, printed, and posted to nine Killingworth authors requesting their participation in an Author Series beginning this fall. As of Thursday there have been three affirmative replies, one acknowledgement of the invite. The goal is to have a schedule of events published beginning September 1.
 - From Katherine: Planning for the Killingworth Author Series continues. See Nancy's comments above. Authors asked to respond by August 1 in order to reserve a date and to give us an idea of interest in the program series. Also, upcoming programs are scheduled. Publicity and posters for each presentation will circulate in a timely manner.
 - a. August 4--Massage for Better Health and Stress Management
 - b. September 7--"Lurking in the Trees," invasive beetles in Connecticut
 - c. October 13--"Bats," benefits and myths
8. Public Relations: From Sue:
- Submitted releases and calendar entries on the "Self Care promotes Health Care" program (August 4) and Book Sale (August 6).
9. Other: From Nancy:
- I would like to applaud our Head Librarian Tammy for her superior work done in launching and maintaining the library's Facebook page. Tammy posts professional, fresh, and knowledgeable information for the public to see. Her work on the site surely lures patrons to use our services. For those who have negative opinions of Facebook and refuse to look at the site, **I encourage you to see what Tammy has done for our library.**
 - In the same vein I'd like to pass on a comment made to me today by a young woman who is living in Killingworth for the summer. She told me she "loves, loves, loves, loves the Killingworth Library" and frequents it often. To have an almost-environmental-engineer with a master's degree offer that opinion of our library makes me think we must be doing something right.

July 2011 Head Librarian's Report

Statistics

Circulation = 5,374 plus 12 downloadable audiobooks via IConn

Attendance = 2,773

Reference = 210 in person, plus 58 online sessions

Landscaping Software Donation

Many thanks to the Evergreen Garden Club for our new Landscape Deck & Patio Designer software. This easy interactive program offers 3-D rendering of house and landscape plans, with all the bells and whistles: a regional plant finder, customized lighting and furniture, wall and fence designer, green building tips, and even an automatic growth tool to show how plantings will look in years to come. The software is installed on the left-hand public reference computer, in the bank of three workstations.

Reference Resource

Many thanks to Helen Mahoney, who created a handout: Suggestions for Researching Killingworth Family History. We get lots of local history and genealogy questions, and Helen's list will help staff, volunteers, and patrons plan their research. Extra copies are available in the New England / Local History section.

New Maintenance Checklist

The workroom now sports a brand-new dry-erase whiteboard, where staff will maintain a Building & Grounds "to-do" list. Larger issues that would need to be outsourced (painting, carpentry, etc.) will be forwarded directly to the committee's coordinating chair (Nancy) as usual. Many thanks to Harold for mounting the whiteboard – quite a "to-do" itself!

Summer Programs

The summer reading program kicked off on Tuesday, June 28th. 300 children and adults enjoyed the music of the Peruvian band, Inca Son. The One World, Many Stories theme has played host to other fun activities:

Congo to Connecticut (July 7th): 7 children and their adults created life-story collages and comic strips with author and illustrator Sanna Stanley.

Henna workshop (July 12th): over 30 middle schoolers learned the history and technique of henna body art, and went home with beautiful designs on their hands, arms, and legs (courtesy of Jamilah Creations).

French Is Fun (July 20th): 16 children (grades 1-4) and 6 adults got a taste of the French language through songs, stories, games, and easy crafts. Lessons provided by French a la Carte.

The final program for summer reading will be on Thursday, July 28th: Matryoshka, the Art of Russian Nesting Dolls.

Ann Nord's middle-school book discussion (Avoid Brain Drain) officially kicked off on July 19th. Eight young participants immersed themselves in unknown cultures by enjoying international food and music and researching African countries on the Internet. On July 21st, they completed their discussion of the book Home of the Brave by Karen Applegate. (The series continues in August, with Ten Things I Hate About Me by Randa Abdel-Fattah.)

Killingworth Library Assoc., Inc. CASH REPORT

June 30, 2011

WEBSTER CHECKING ACCOUNT

Beginning Balance \$23,950.37

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	613.25	7,803.38	8,416.63
Fund Raising			
Annual Fund	812.62	17,728.73	18,541.35
Cookbook	40.00	540.00	580.00
DVD Box	152.00	482.00	634.00
Golf Tournament	250.00	18,390.00	18,640.00
Pizza Delivery	398.00	1,266.29	1,664.29
In House Sales Items	22.00	307.00	329.00
iGive/SuperValu		27.54	27.54
Miscellaneous	115.55	1,442.71	1,558.26
Gifts Received	80.00	4,204.00	4,284.00
Grant Income		2,075.00	2,075.00
Rental Income			0.00
Miscellaneous Income	70.52	359.88	430.40
Town Contribution		217,600.00	217,600.00
User Fees	843.55	6,540.10	7,383.65
TOTAL RECEIPTS	\$3,397.49	\$278,766.63	\$282,164.12
DISBURSMENTS			
Books	3,740.33	32,094.60	35,834.93
Capital Equipment			0.00
Computers		6,590.58	6,590.58
Dues & Professional Dev.		300.00	300.00
Fundraising Expenses	10,977.56	2,725.13	13,702.69
Goodwill	32.70	287.24	319.94
Grant Expenses			0.00
Insurance			
Health	98.48	20,752.96	20,851.44
Liability/WC/D&O		8,479.00	8,479.00
Maintenance	785.42	5,743.06	6,528.48
Miscellaneous			0.00
Museum Passes	50.00	985.00	1,035.00
Office (supplies, equipment, fees)	1,044.93	7,339.46	8,384.39
Payroll Expenses	13,148.48	157,068.93	170,217.41
Permanent Gift Expense		103.05	103.05
Programs	582.00	2,671.95	3,253.95
Subscriptions	319.25	5,786.55	6,105.80
Unemployment Compensation		1,497.18	1,497.18
Utilities			
Electric	867.01	9,433.86	10,300.87
Oil		5,381.15	5,381.15
Telephone	95.28	1,025.40	1,120.68
To Petty Cash			
TOTAL DISBURSMENTS	\$31,741.44	\$268,265.10	\$300,006.54
Transfer from Endowment	13,826.77		
Transfer to/from Money Market	10,000.00		
Transfer to/from Encumbered Savings			
Ending Checking Balance	\$19,433.19		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$33,458.67
Deposits			
Withdrawals	10,000.00		
Interest Income	3.59		
Bank Charges			
		Ending Balance	\$23,462.26

ENCUMBERED SAVINGS (WEBSTER)			
TECHNOLOGY FUND			
Deposits	0.00	Beginning Balance	\$3,646.00
Withdrawals	0.00	Ending Balance	\$3,646.00
PROGRAM FUND			
Deposits	0.00	Beginning Balance	\$7,364.29
Withdrawals	0.00	Ending Balance	\$7,364.29
Interest Income	2.20	Total Ending E.S. Balance	\$11,012.49

CITIGROUP MONEY MARKET		Beginning Balance	\$0.11
Deposits			
Withdrawals			
Interest Income			
		Ending Balance	\$0.11

Killingworth Library Assoc., Inc. CASH REPORT

May 31, 2011

WEBSTER CHECKING ACCOUNT

Beginning Balance

\$7,675.09

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	1,255.15	6,548.23	7,803.38
Fund Raising			
Annual Fund	554.34	17,174.39	17,728.73
Cookbook		540.00	540.00
DVD Box		482.00	482.00
Golf Tournament	14,510.00	3,880.00	18,390.00
Pizza Delivery	527.22	739.06	1,266.28
In House Sales Items		307.00	307.00
iGive/SuperValu	27.54		27.54
Miscellaneous	342.96	1,099.75	1,442.71
Gifts Received	40.00	4,164.00	4,204.00
Grant Income		2,075.00	2,075.00
Rental Income			0.00
Miscellaneous Income	32.33	327.55	359.88
Town Contribution		217,600.00	217,600.00
User Fees	393.05	6,147.05	6,540.10
TOTAL RECEIPTS	\$17,682.59	\$261,084.03	\$278,766.62
DISBURSMENTS			
Books	2,916.23	29,178.37 *	32,094.60
Capital Equipment			0.00
Computers		6,590.58	6,590.58
Dues & Professional Dev.	245.00	55.00	300.00
Fundraising Expenses	183.13	2,542.00	2,725.13
Goodwill		287.24	287.24
Grant Expenses			0.00
Insurance			
Health	1,609.12	19,143.84	20,752.96
Liability/WC/D&O		8,479.00	8,479.00
Maintenance	80.97	5,662.09	5,743.06
Miscellaneous			0.00
Museum Passes	550.00	435.00	985.00
Office (supplies, equipment, fees)	341.72	6,997.74	7,339.46
Payroll Expenses	13,191.74	143,877.19	157,068.93
Permanent Gift Expense		103.05	103.05
Programs	487.50	2,184.45	2,671.95
Subscriptions	390.45	5,396.10	5,786.55
Unemployment Compensation		1,497.18	1,497.18
Utilities			
Electric	797.55	8,636.31	9,433.86
Oil	518.40	4,862.75	5,381.15
Telephone	95.50	929.90	1,025.40
To Petty Cash			
TOTAL DISBURSMENTS	\$21,407.31	\$246,857.79	\$268,265.10
			*corrected
Transfer from Endowment			
Transfer to/from Money Market	20,000.00		
Transfer to/from Encumbered Savings			
Ending Checking Balance	\$23,950.37		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$53,445.92
Deposits			
Withdrawals	20,000.00		
Interest Income	12.75		
Bank Charges			
		Ending Balance	\$33,458.67

ENCUMBERED SAVINGS (WEBSTER)			
TECHNOLOGY FUND			
Deposits	0.00	Beginning Balance	\$3,646.00
Withdrawals	0.00	Ending Balance	\$3,646.00
PROGRAM FUND			
Deposits	0.00	Beginning Balance	\$7,364.29
Withdrawals	0.00	Ending Balance	\$7,364.29
Interest Income		Total Ending E.S. Balance	\$11,010.29

CITIGROUP MONEY MARKET		Beginning Balance	\$0.11
Deposits			
Withdrawals			
Interest Income			
		Ending Balance	\$0.11