

**Minutes of the
Killingworth Library Association
Board of Directors Meeting
February 27, 2012**

Directors present: Bob Bellonio, Sue Cornell, Shelly Cumpstone, Eileen Cyrus, Alison Karam, Lou Goldblatt, Jim MacDonald, Jan O'Sullivan, Katherine Smith, Mark Torrente, Harold Wright

Directors excused: Connie Wilson, Mary Lou Marinelli, Nancy Bradley

Also present: Tammy Eustis, Head Librarian

President Alison Karam called the meeting to order at 7:00pm.

Consent Agenda: Move to accept: Harold Wright; Second: Eileen Cyrus; Vote: Accepted unanimously.

President's Report:

- Mary Lou will not be able to keep up with the "thanks you's" due to impending knee replacement surgery and recovery. Alison asked if anyone of the board could pick up this obligation. Jim and Shelly volunteered; At this time, Alison will cover with Jim's assistance to protect Shelly's time for golf tournament planning.
- Alison noted one change to the 2012 Board committee list: Shelly will chair recognition for staff and Mary Lou will take the lead on volunteer recognition.
- Alison drew attention to 2012 KLA goals at the bottom for approval. Discussion about #5, encouraging non-board member involvement on committees was clarified using example of Book Committee.

Minutes:

- January 2012 minutes were corrected under dates to remember. Book sale is May 12, not 13th. Minutes accepted with correction.

Library Report:

- After the report, two activities noted. One of the motor operated windows opened presumably by power surge of some type. Jim will try to close it from the outside. Once closed, Tammy will turn the circuit off to ensure this doesn't happen.
- Nathaniel has not gotten back with Tammy on the roof leak situation. He was contacted because the old roof leak started ruining part of the dry wall in the back of the reference section.
- Gail went to VA to accept an award by the Geriatrics Society for her book.

Budget and Finance Committee Report:

- Finance committee to meet briefly after tonight's Board meeting to select meeting date with Morgan Stanley.

Fund Raising Committee Report:

- Golf tournament, Thursday, June 14: Lyman offering benefits that we had to pay Clinton County Club. They include barbecue style lunch, driving range and putting green. Minimum 80 golfers. Shelly decided to go with a two-hour beer wine and soda instead of the dessert. Discussion over cost to charge golfers. It has been \$175 - \$180 since 2006. Lyman is a public course not private like the Clinton course. Suggested \$150 brought questions of whether we are devaluing the fundraiser. Golfers are getting: lunch, dinner, drinks, round of golf, and prizes. Price was set at \$165.
- Jim suggested possible pizza dates: 5/5 and 6/2. We will advertise upcoming book sale, golf tournament and next pizza delivery date with flyers on May 5.
- Suggestion was made to get corrugated signs to post at Board members' homes advertising upcoming events. Shelly will look into cost, options.

Book Sales Committee Report:

- In the past week we sold \$66 worth of books.
- Bake sale brought in around \$200. Eileen will write a thank you to those who baked.

Grants Committee Report:

- Lou received an article telling about grants for women's initiatives. Turned over to Kathy Smith to evaluate potential application for program planning.

Public Relations Committee Report:

- Nothing further

Computer Committee Report:

- The board computer is now connected to the printer. Thank you, Vinny.

Building and Grounds Committee Report:

- Nothing further

Program Committee Report:

- Jan's husband, Dan, is willing to talk about his recent climb on Mt. Kilimanjaro for a future program.
- Two of our top three in the crossword tournament came in the top in the Westport Public Library.
- A thank you letter from a group of presenters for the Bring Your Child to the Library Day was read to the Board.

Governance Committee Report: (Committees formerly known as Nominating and Bylaws)

- Nothing further

Nominating Committee Report:

- Nothing further

Other Business:

- Food request for the Wine Tasting event. Mark, Shelly, Sue, Eileen, Katherine, Alison and Vinny volunteered to bring something.
- Parking assistance during event will be provided by Pete Cumpstone, Bob, Jim.
- Shelly, Eileen and Nancy will help break down everything moving the computers etc. KWO will do most of the set-up and clean up.

As there was no further business, Alison adjourned the meeting at 7:56pm. The next Board meeting is scheduled for March 26, 2012.

Respectfully submitted,

Mark Torrente
Recording Secretary

Killingworth Library Association, Inc.

Consent Agenda

February 27, 2012

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

1. President—From Alison

- Alison finalized the list of KLA Board Committees for 2012 and distributed via email.
- The second mailing for our annual library fund drive went out on February 13 to more than 200 past contributors who have not yet given to this year's campaign. The number of follow-up letters is in line with prior years. To date, we have raised just over \$16,000.
- **KWO and Lions Club are looking for volunteers to provide food for the wine tasting fundraiser.** In order to raise more money for the library, they are not using a caterer this year. Alison asked Nancy Bradley to be KLA's representative for the wine tasting planning committee.

2. Book Sales—From Lou

- We had a very successful February book sale, raising over \$1,600 plus a left bid of \$150 for the Life Magazines. In addition, we have about a hundred boxes of books (mostly fiction) that were never brought down from the attic and will be put out for the next sale.

3. Computers

- The installation of the new EEE box is finished. It will serve as the children's card catalog. Andrew will instruct Vinny on how to lock down the public access computers in the next week or 2. Tweaks to the new receipt printers have been completed. The printers seem to have a mind of their own. Configured the main printer with a workroom computer.

4. Fundraising – from Nancy

- Re: 3rd Annual Wine Tasting Event sponsored by the Killingworth Lions and the Killingworth Women's Organization: 1st meeting of organizers took place. **The library board is asked to contribute: P/R, parking, cooking, close the library at 1PM, prepare the library for the event and return it to normal after.** The event will take place on Saturday April 28, 2012 from 5-9PM, tickets will cost \$40 each or 2 for \$70
- From Shelly: Sent out approx 120 letters to previous Golf Tournament donors on 2-22.

5. Programs—From Katherine

- Working on several possible programs for adults for the near future to include Potapug Audubon, an outreach program to be held at Jensen's for the Jensen

community, a cooking program, the Peabody Museum, Florence Griswold Museum as well as investigating program offerings from other statewide museums.

- From Nancy: Author Gayle Byrne's presentation on February 12 was a well-attended success. Attendees had a glimpse of her new book, to be published later this year. We will look forward to another launch for her second published children's book. The author series will take a hiatus until later this year when activities at the library and around town will slow down.

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6. Public Relations—From Sue

- Submitted release on new automated system, AGent VERSO; continued Book
- Sale publicity; continued author series publicity (Gayle Byrne); and
- Submitted Wine Tasting Save the Date to the Krier.

7. Building and Grounds – from Nancy

- Cathy Iino is in contact with Nathaniel Titcomb to determine a proposed budget to repair the exterior of our library. She will then bring the costs to the board of selectmen and board of finance. Nathaniel may or may not gain permission to begin individual repairs. Cathy is well aware of all that is needed to repair the exterior of the building.

Killingworth Library Assoc., Inc. CASH REPORT

January 31, 2012

WEBSTER CHECKING ACCOUNT

Beginning Balance

\$8,679.10

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	486.62	3,959.16	4,445.78
Fund Raising			
Annual Fund	1,968.18	12,678.37	14,646.55
Memory Bracelets		310.00	310.00
DVD Box		264.00	264.00
Golf Tournament		100.00	100.00
Pizza Delivery		627.93	627.93
In House Sales Items	20.00	159.00	179.00
iGive/SuperValu			0.00
Miscellaneous	210.12	1,029.00	1,239.12
Gifts Received	2,115.00	12,066.56	14,181.56
Grant Income			0.00
Rental Income			0.00
Miscellaneous Income	139.85	177.38	317.23
Town Contribution	108,800.00	108,800.00	217,600.00
User Fees	549.50	3,502.00	4,051.50
TOTAL RECEIPTS	\$114,289.27	\$143,673.40	\$257,962.67

DISBURSMENTS

Books	2,070.39	19,897.82	21,968.21
Card Catalog	8,750.00		8,750.00
Computers	214.20	2,352.67	2,566.87
Dues & Professional Dev.		800.00	800.00
Fundraising Expenses		1,366.60	1,366.60
Goodwill		320.42	320.42
Grant Expenses			0.00
Insurance			
Health	1,654.28	15,127.36	16,781.64
Liability/WC/D&O		8,106.00	8,106.00
Maintenance	529.32	2,531.58	3,060.90
Miscellaneous			0.00
Museum Passes	75.00	100.00	175.00
Office (supplies, equipment, fees)	274.03	3,833.12	4,107.15
Payroll Expenses	12,996.65	83,342.73	96,339.38
Permanent Gift Expense		22.41	22.41
Programs	640.00	2,951.87	3,591.87
Subscriptions	163.75	4,818.53	4,982.28
Unemployment Compensation	98.20	488.43	586.63
Utilities			
Electric	763.76	5,421.28	6,185.04
Oil	917.08	812.50	1,729.58
Telephone	105.15	589.17	694.32
To Petty Cash			
TOTAL DISBURSMENTS	\$29,251.81	\$152,882.49	\$182,134.30

Transfer from Endowment

Transfer to/from Money Market (90,000.00)

Transfer from/to Encumbered Savings

Ending Checking Balance **\$3,716.56**

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$23,561.31
Deposits	100,000.00		
Withdrawals	10,000.00		
Interest Income	9.37		
Bank Charges			
		Ending Balance	\$113,570.68

ENCUMBERED SAVINGS (WEBSTER)			
TECHNOLOGY FUND			
Deposits	0.00	Beginning Balance	\$5,193.00
Withdrawals	0.00	Ending Balance	\$5,193.00
PROGRAM FUND			
Deposits	0.00	Beginning Balance	\$7,367.56
Withdrawals	0.00	Ending Balance	\$7,367.56
Interest Income		Total Ending E.S. Balance	\$12,560.56

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

February 2012 Head Librarian's Report

January Statistics

Circulation = 5,952, plus 23 downloadable audios

(Note: the circulation for this month registers a bit higher than usual, due to the migration to our new automated system, and the training that followed.)

Attendance = 2,561

Reference = 135 in person, plus 320 online

Technology

The library continues to settle into its new automated system. Most "front-line" (circulation) issues have been resolved with the Auto-Graphics support team, and only a few behind-the-scene tweaks remain. VERSO will undergo a planned upgrade on February 28th. This will not change any of the public or circulation desk functions; there will be small improvements made to the search functions, interlibrary loan features, and cataloging. Lauren attended a webinar on February 24th to learn about the changes relevant to her work.

Many thanks go to Vinny, who wrangled with the new receipt printers for about three days before they decided to behave. He also assisted Andrew Kieran of Sextant BTS in setting up the new EEE-Box computer in the children's room; this is being used for the online card catalog. (The EEE-Box allowed us to set up the workstation in a spot where patrons can not comfortably settle in and use the Internet – this will help us avoid security issues in the children's room.)

As par of the 5-year plan, Tammy met with Richard Latorre, owner of ABM Business Systems in Guilford to discuss new copier options. The library has worked with ABM for 16 years, and Richard was able to provide us with excellent quotes since we are a non-profit entity.

Take Your Child To the Library Day

The library participated in this new-and-suddenly-popular nationwide celebration on February 4th. Many thanks go to Katherine Smith for pulling together fantastic events for that day, and to the various people who participated: Blue Moon Raptors of Guilford; volunteer fireman Bruce Bowman; cupcake decorator Ginny Chapman; and Amy Forbes of Treehouse Players. Overall, 90 children and 99 adults attended the programs.

Children's Programs

The Readers & Eaters book discussion group met on January 31st to discuss Dying To Meet You by Kate Klise. Seven children attended.

Signups for the spring children's programs begin on March 1st.