

Minutes of the
Killingworth Library Association
Board of Directors Meeting
June 25, 2012

Directors present: Vinny Bongiovanni, Nancy Bradley, Shelly Cumpstone, Sue Cornell, Eileen Cyrus, Lou Goldblatt, Alison Karam, Jan O'Sullivan, Katherine Smith, Mark Torrente, Harold Wright

Directors excused: Jim McDonald, Bob Bellonio, Connie Wilson

Also present: Tammy Eustis, Head Librarian, Peg Scofield, Mary Solera

President Alison Karam called the meeting to order at 7:08pm.

Consent Agenda: Move to accept as modified: Harold. Second: Eileen. Vote: Accepted unanimously. Copy attached.

President:

- Alison asked for a vote to accept previously nominated Peg Scofield and Mary Solera as new board members. Vote passed unanimously. Both new members joined the group at this time.
- MAE is moving a few tables and classroom supplies back to the meeting room this Thursday. All will be ready. It is a win/win situation and we are glad to have them back.

Minutes:

- Filed as submitted

Library Report:

- Full report attached.
- Tammy met with other librarians; ideas shared led her to remove older copies of magazines. This will provide more shelf space for the library's growing large print collection.
- Photos of the Mocket contest winner from Killingworth will be posted in the library.
- The Early Childhood branch of Youth & Family Services is holding a concert July 17 for young children (birth-5) in the library's back reading area. Timing is from 10:30-11:15. They do not expect a big crowd.
- Discussion around capacity limit for all programs, events hosted at library to stay within fire safety guidelines. Jim and the ad hoc fire safety committee will meet to discuss and offer recommendations prior to the Summer Reading Program Kickoff planned for this Thursday, June 28.

Budget and Finance Committee Report:

- Finance committee met this past Thursday to review a finalized budget for FY2012-13. Updated version includes the MAE meeting room contract and adjustments to fundraising event projections that reflect more realistic results. Jan reviewed each line item.
- No questions on the May financial reports. The president asked that reports be filed.

Fund Raising Committee Report:

- Golf tournament wrap up- Made \$5,725. Only 42 golfers, but that is all Lyman charged us for, so no problem covering a large minimum, as we have dealt with in the past. Board agreed to continue golf tournament next year and stay with Lyman. Shelly passed around a sign-up sheet for writing thank yous.
- Pizza delivery and book sale signs were distributed for board members to take home.
- Flea market donations for the June 30 summer book sale/ flea market are being accepted. Leave any donations in the basement. A sign up sheet was passed around for Saturday.
- Nancy spoke about the wine tasting event. The KWO and Lions will sponsor another for next year. Tentative dates are 4/6 or 4/27/13. We will look for a big-ticket raffle item.
- Because we made our money on the note cards, Kathy reduced the selling price to \$4 to move the inventory. Board agreed to also reduce the price of cookbooks to \$8.
- Mark shared info on Wine Tours and Lady Katherine cruise as potential fundraisers. Will be further discussed in committee.
- Discussion on community survey – Alison said it would include exploring interest in various fundraising event ideas. Peg will help with online survey development.

Book Sales Committee Report:

- Lou asked for help Thursday afternoon clearing out shed for the June 30 summer book sale: Alison, Harold, Mark and Shelly volunteered.
- August 4 is the next regular book sale. Committee will meet to discuss details. PR needs to be released, with mention that we are now accepting book donations for the summer. Inventory is low.
- Board members were asked to post signs for June 30 book sale and for the one in August.

Grants Committee Report:

- No further information

Public Relations Committee Report:

- Working on publicity for "Jammin' with Jeff" program

Computer Committee Report:

- Vinny reported it will cost \$200 for Modern Electric to fix the connection issues in the meeting room. CAT6 cable will be run to the meeting room, cable ends will be terminated, and a wireless router mounted to the wall. Vinny will authorize Modern Electric to move ahead with the project.

Building and Grounds Committee Report:

- A volunteer, John Anderson, has been doing a lot of really good major grounds work in the front of the library.
- Nancy asked for a crew of volunteers to weed the reading garden - Thursday, June 28, 5:30.

Program Committee Report:

- Jan showed drawings from the popular Potapaug Audubon Society bird program.
- The Button Club will have a display at the library, including an impressive historical string of buttons.
- In August, Kathy would like to do a good book and movie program. Please email ideas to Kathy.

Governance Committee Report:

- Alison will send our two new Board members KLA bylaws and meet to discuss committee participation.
- An updated list of board members' term dates will be distributed at the next board meeting.

Other:

- Alison read a thank you note from Mary Lou for the framed certificate honoring her service to the Board.
- Thanks went to Tammy and her parents for lending their house and grounds for the volunteer party.

As there was no further business, Alison adjourned the meeting at 8:30pm. The **next Board meeting is scheduled for the fourth Monday in July: July 23, 2012.**

Respectfully submitted,
Mark Torrente
Recording Secretary

Killingworth Library Assoc., Inc. CASH REPORT

May 31, 2012
WEBSTER CHECKING ACCOUNT
 Beginning Balance

\$3,944.48

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	1,747.77	6,763.06	8,510.83
Fund Raising			
Annual Fund	614.67	18,415.81	19,030.48
Memory Bracelets	50.00	410.00	460.00
DVD Box	73.00	384.00	457.00
Golf Tournament	2,295.00	2,650.00	4,945.00
Pizza Delivery	276.87	627.93	904.80
In House Sales Items		259.00	259.00
IGive/SuperValu	29.67		29.67
Miscellaneous	50.40	1,468.62	1,519.02
Gifts Received		15,745.56	15,745.56
Grant Income		2,556.00	2,556.00
Rental Income	0.70		0.00
Miscellaneous Income		448.56	449.26
Town Contribution		217,600.00	217,600.00
User Fees	621.00	5,900.10	6,521.10
TOTAL RECEIPTS	<u>\$5,759.08</u>	<u>\$273,228.64</u>	<u>\$278,987.72</u>

DISBURSMENTS			
Books	4,102.56	33,315.33	37,417.89
Card Catalog		8,750.00	8,750.00
Computers		4,133.34	4,133.34
Dues & Professional Dev.	210.00	825.00	1,035.00
Fundraising Expenses	490.50	2,304.97	2,795.47
Goodwill		320.42	320.42
Grant Expenses			0.00
Insurance			
Health	6,391.16	22,061.64	28,452.80
Liability/WC/D&O		8,736.00	8,736.00
Maintenance	1,086.51	4,730.24	5,816.75
Miscellaneous		0.00	0.00
Museum Passes		985.00	985.00
Office (supplies, equipment, fees)	343.72	6,495.00	6,838.72
Payroll Expenses	12,787.86	140,604.02	153,391.88
Permanent/Anon. Gift Expense		431.80	431.80
Programs	978.62	4,724.48	5,703.10
Subscriptions	182.25	5,634.52	5,816.77
Unemployment Compensation		1,386.37	1,386.37
Utilities			
Electric	647.77	8,358.55	9,006.32
Oil	505.96	3,580.91	4,086.87
Telephone		1,010.76	1,010.76
To Petty Cash			
TOTAL DISBURSMENTS	<u>\$27,726.91</u>	<u>\$258,388.35</u>	<u>\$286,115.26</u>

Transfer from Endowment

Transfer to/from Money Market	20,000.00
Transfer from/to Encumbered Savings	
Ending Checking Balance	\$1,976.65

WEBSTER BUSINESS MONEY MARKET

	Beginning Balance	\$53,608.25
Deposits		
Withdrawals	20,000.00	
Interest Income	4.68	
Bank Charges		
	Ending Balance	\$33,612.93

ENCUMBERED SAVINGS (WEBSTER)

TECHNOLOGY FUND		
Deposits	0.00	Beginning Balance
Withdrawals	0.00	Ending Balance
		\$5,193.50
PROGRAM FUND		
Deposits	0.00	Beginning Balance
Withdrawals	0.00	Ending Balance
		\$7,368.17
Interest Income	0.00	Total Ending E. S. Balance
		\$12,561.67

CITIGROUP MONEY MARKET

Deposits	Beginning Balance	\$0.11
Withdrawals		
Interest Income	Ending Balance	\$0.11

June 2012 Head Librarian's Report

May Statistics

Circulation = 4,913, plus 16 downloadable audios

Attendance = 2,510

Reference = 169 in person, plus 242 online

Fiber Optic Hookup

The first stage of the library's fiber optic cabling hookup began on May 30th. In association with the CT Education Network, Fibertech Networks pulled the cables into the library; they will be tested during the month of July, followed by a final cut-over to the new lines later in the summer. This is all part of a Broadband Technology Opportunities Program grant that the CEN received within the past year, to upgrade our free Internet service with the best available infrastructure.

Valley Shore Librarians

The Valley Shore Public Librarians' roundtable met on June 13th. The group continues to grow, with the most recent arrival being the new Director of the Ivoryton Library Association, Elizabeth Alvord. All of the attendees reported that their budgets passed successfully, a nice change from the uncertainty that haunted the local libraries in past years. eBooks continue to be a main topic of discussion, with no library particularly happy with the offerings. Essex Library had put out a moratorium against publishers who drastically raised their eBook prices to libraries; however, the largest eBook vendor – Overdrive – has not been supportive of libraries' concerns. The local library consortium Lion is looking into other vendor options. All librarians shared their challenges in trying to teach patrons how to use eReaders, which has become a time-consuming issue. Other discussions included the most effective methods of program PR ("old-fashioned" via newspapers and posters works better than social media); court-ordered community service volunteers (when to use, when not); and summer reading program ideas for adults.

Higganum Mucket Art Show

In June, the library hosted a mini-art show of middle school students' creative representations of the legendary Higganum Mucket (a mythical fish-like beast). A People's Choice ballot came away with two winners: Mikayla Nuhn of Killingworth and Enzo D'Amico of Haddam. The students got to meet the creator of the Mucket legend – author Arthur Wiknik – and original Mucket artist Ed Rosado at a photo shoot on June 23rd.

Summer Reading

Our summer reading program, "Dream Big... Read!" kicks off on Thursday, June 28th with Ed Pop's Magical Moments. Other summer reading events include: Sleepy Summertime Stories (pajama storytime); a visit from certified therapy horse Yankee (and his human, James Griffin); Scrapbooking is a Dream; Love 2 Sign with Jaye (sign language); and a grand finale concert with Margie Warner. Children may sign up for their summer reading packets any time after the kickoff event.