

**Minutes of the Killingworth Library Association
Board of Directors Meeting
Monday, February 26, 2018**

Directors present: Bob Bellonio, Lise Brule, Rob Flaherty, Jr., Lou Goldblatt, Lucinda Hogarty, Wally Jones, Alison Karam, Mandy Major, Jim McDonald, Dave Meixell, Roger Nemergut, Jan O'Sullivan, Dick Otto, Fiona Phelan

Directors absent: Sue Cornell, Eileen Cyrus

Also present: Laurie Prichard, Library Director

Alison called the meeting to order at 7:06 p.m.

Consent Agenda:

- Move to accept: Jan O'Sullivan. Second: Bob Bellonio. Vote: Accepted unanimously. Copy attached.

President's Report: Consent agenda and the following:

- Library Director Laurie Prichard was welcomed to her first board meeting.
- Alison shared more details on the Library partnering with Parmelee Farm in their quest to build a sugarhouse on the Parmelee property. Parmelee is raising funds for the structure through the sales of cutout maple leaves that can be personalized and will later be hung in the sugarhouse. The library will create a display on maple sugaring, and leaves will be available for purchase at the Circulation Desk for \$25 each. Lucinda will ask a member of the Friends to provide an illustration for the display.
- Alison opened discussion on the Killingworth Krier's request for funding from its non-business users to help defray costs. Fiona made a motion for the Library to join the Chamber as a non-profit member to help sustain the Krier. In addition, Lou moved that the Library make a \$250 contribution from private, undesignated funds in 2018 as a thank you to the Krier for their support of the Library over the years, for a combined total of \$300. The Krier routinely provides as much as two pages of space for Library programs and events, which is valued at \$300 per page. Lucinda moved to approve the motion and Jim seconded. Vote: Accepted unanimously.
- Alison then opened discussion on the Pro Bono Partnership's annual campaign to support its mission to provide free legal services to non-profits. Killingworth Library has benefitted from the legal services of Pro Bono Partnership a minimum of six times over the past decade to resolve legal issues, create its personnel manual, revise policies and bylaws, and obtain legal counsel. There is no cost for this service, which our budget would never have been able to support and has saved the Library thousands of dollars in legal fees. Jim McDonald made a motion to send Pro Bono Partnership a gift of \$200; Lucinda Hogarty seconded the motion and the Board approved unanimously, thanking the organization for the work on its behalf.

Minutes:

- January minutes were reviewed and accepted with one change: under Fundraising, change the phrase about the cost of this year's golf tournament to the following: *The committee is targeting the cost to be the same as 2017.* Motion to approve as amended made by Jim McDonald and seconded by Mandy Major. Vote: accepted unanimously.

Head Librarian's Report:

- Report attached

- Laurie thanked the community for the warm welcome and is enjoying working with the staff and patrons.

Budget and Finance Committee:

- Report attached.

Fundraising Committee:

- Golf tournament - date is Wed. May 16 at Fox Hopyard Golf Club in East Haddam. Volunteers will be needed as early as 7 am. Breakfast will begin at 8 a.m. and will be more substantial than last year. Tee time is at 9:30 a.m. tee. To cover the cost of a better menu selection, the fee will be \$145 per golfer. So far, 7 businesses have been secured as corporate sponsors and letters requesting auction items are being distributed. Board members will be emailed a copy of the solicitation letter and are asked to identify potential sponsors from a list that will also be distributed.
- Pizza delivery – Jim is meeting with the owner of DaVinci Pizza on Mar. 1 to discuss the delivery fee and how that will affect the Library's fundraiser
- Earth Day – planning is well underway for the April 28 program at Chatfield Hollow Farm. Tickets will be available at the Library - \$10 pp, free to children 5 and under. This year's event will be 10 a.m. – 3 p.m. and will not be divided into two sessions.

Book Sale Committee: Consent Agenda and the following:

- Money continues to come in from the post book sale event from sales in the Library lobby. To date an additional \$169 has been earned.
- Lou and Alison noted that there were several complaints about the book resellers being pushy and rude. Lou suggested that maybe they could be admitted for a preview separate from the public to avoid future issues. The book sale committee will review options.

Grants Committee:

- The application to the Killingworth Community Fund has been submitted with a request for \$1,000 to purchase new bookcases and bulletin board material to make the entryway a year-round book sale and community information space.

Program Committee:

- Lucinda reported that the two February programs – Liz Petry and Tim Gannon – were very well attended.

Public Relations Committee: Nothing to report

Building and Grounds Committee: Consent agenda and the following:

- NBT Carpentry will finish replacing the window in the Children's Library this week. Roger reported that there are still 10 additional windows in need of replacement.
- RLD has been contacted to provide an estimate on replacing the heating system, which had been included in the town budget. Funding was expected to come from an Eversource grant, but that will only cover \$8,500 of the projected \$14,000 expense. The town will need to go out to bid on the project.
- Paving of the Library parking lot is not expected to be completed, as funds are no longer available in the town budget.

- Lighting – the committee will investigate additional sources of funding to complete the replacement of the outdoor pole lighting.
- Landscaping – Langer Landscaping contacted Alison on making the library its first project in the spring to fulfill a pledge to provide landscaping under the new outdoor sign.

Computer Committee:

- Rob was working with the IT vendor about an email scanning issue that came up over the weekend and is still not resolved.

Security Committee: Nothing to Report

Governance Committee:

- There are still two vacancies on the board, including one town-appointed member. Alison and Cathy lino have discussed the vacancy.

Recognition Report:

- The welcome reception for Laurie Prichard was well attended and Laurie thanked everyone for a warm welcome
- Kathy Smith was grateful for her card and gift from the library in recognition of her 15 years of service as a desk volunteer and her prior service as a board member. Her last day was Feb. 26.

Long Range Planning Committee: Nothing to report

Library Circle of Friends:

- Several Friend are interested in being involved with a Home Delivery service for patrons who cannot visit the library. Lucinda and Laurie will discuss this further.

With no further business, the meeting was adjourned at 8:31 p.m.

Respectfully submitted,
Fiona Phelan
Recording Secretary

Killingworth Library Association, Inc.
Consent Agenda
Date: Monday, February 26, 2018
(Note: Bold Items require action. Please take note.)

PRESIDENTS REPORT: Alison Karam

- Annual Campaign - Approximately \$15,600 in contributions have come in from the initial mailing of town-wide 2017-18 annual campaign. A follow-up mailing was sent the week of Feb. 18 to past donors who have not yet participated in this year's campaign. Thank you notes are ongoing.
- Community Partners -
Plans for the 2nd Annual Earth Day are moving forward with our KWO partners. The event will be Sat., April 28 at Chatfield Hollow Farm. Tickets will be on sale at the library for \$10 (children under 5 are free).

For board meeting discussion: KLA has offered to partner with Parmelee Farm to help bring a community sugarhouse to the people of our town. After considering our library's policy, mission statement and vision for the future, Alison discussed with other members of the Executive Team and our Library Director, who all agreed that the project supports the library's efforts to bring knowledge and the joy of discovery to the people of Killingworth. In essence, this is like an offsite "makerspace" that we could never create on our property, but KLA can support as an educational and experiential opportunity for residents of all ages. The library will be a place where people can contribute \$25 for a plastic Maple leaf to help fund the project; library staff will create a maple sugaring display to build awareness.

Goodwill - For board meeting discussion: Two non-profit organizations that have provided tremendous pro bono service to KLA for many years are currently seeking financial support: The Chamber of Commerce's Killingworth Krier and Pro Bono Partnership. In the past, we have refrained from giving monetary support to other entities. But it may well be in our best interest to support these organizations to help ensure their longevity. It's hard to put a price tag on the value we receive from these two groups: The Krier publishes a library section each month and for years has been one of our primary means of "getting the word out" at no cost to us. The Chamber needs to generate more support to keep the Krier afloat. The Pro Bono Partnership has provided KLA with invaluable free legal service and excellent counsel 6 times now, which our budget would never have been able to support. The group holds an annual campaign to be able to continue providing services to non-profits like us.

- Governance - Alison emailed the updated 2018 committee and contact lists to the board.
- Publicity - Alison and Laurie were interviewed on ICRV radio for a "Feel Good Friday" segment on the Killingworth Library. The show aired Friday, Feb. 23 and can be linked to and accessed in the archives for 3 months.
- Staff - On Monday, February 5, Laurie Prichard officially joined the Killingworth Library Association as our new library director. Library Friends group hosted an open house welcome reception for Laurie on Feb. 12. She and Tammy (assistant library director) have been working closely with library staff and

desk volunteers to identify areas of need and development in terms of training and new service offerings.

TREASURER: Jan O'Sullivan

The Finance Committee met with Rob Tassone, our Morgan Stanley advisor, earlier this month to see which investments had met their targets and assess how or whether we needed to balance our investments. Based on Morgan Stanley's recommendations, a few stocks that had attained their price objectives were sold, and we will be investing most of our available funds in additional stocks and bonds with suitable yields.

PROGRAM COMMITTEE: Lucinda Hogarty

2018 KLA Programs—All at 7 p.m. unless noted.

- Feb. 21 - Author Liz Petry, Firehouse—no cost
- Feb. 22 - Tim Gannon, maple sugaring, Firehouse --no cost
- March 5 - Dr. Michael Saxe—The opioid Epidemic-KES—no cost
- March 20 - Jody Small -- Navigating the College Application Process, Library—no cost
- April 17 - James Mapes on Creativity, Mapes is the author of Imagine That! Igniting Your Brain for Creativity and Peak Performance, Library --\$150
- April 30 - AARP Program on Fraud Protection, Library —3PM, --no cost
- May 2 - program about the Gillettes of Gillette Castle fame, Firehouse--\$200

PUBLICITY: Sue Cornell

Submitted press releases on the following: Maple Sugaring 101 (February 22); The Opioid Epidemic (March 5); Navigating the College Process (March 20); James Mapes' author talk (author of "Imagine That! Igniting Your Brain for Creatively and Peak Performance" (April 17); and Earth Day Save the Date (April 28).

BUILDING AND GROUNDS COMMITTEE: Roger Nemergut

- \$8,500 of Eversource funds have been dedicated to us for the replacement of our heating system. A preliminary estimate from R.L.D. Heating and Cooling for the replacement is \$14,000.00.
- Once we find a funding source for the additional \$5,500.00+/-, (possibly from the town's capital improvement budget), we can prepare bid documents and go out to bid. Hopefully, Dave M. can assist in this process.

BOOK SALES: Lou Goldblatt

Our Feb. 17th book sale netted \$977.75. The bake sale earned an additional \$266.25. As usual, it would not have been possible without the help of many volunteers. Thank you one and all.

We had an extraordinary turnout of dealers and other buyers at 9:00 A.M. Several people subsequently complained that others in the room were rude and overly aggressive. The book sale committee (and anyone else who may have thoughts on the matter) needs to take a look at this problem and find ways to insure that this does not happen again.

Big Hearted Books picked up our leftover books on Tuesday, Feb. 20th.

Killingworth Library Assoc., Inc. CASH REPORT

January 31, 2018

WEBSTER CHECKING ACCOUNT

Beginning Balance \$9,778.31

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	43.50	2,803.41	2,846.91
Fund Raising			
Annual Fund	2,483.50	12,955.50	15,439.00
DVD Box		120.00	120.00
Earth Day			0.00
Golf Tournament		52.83	52.83
Pizza Delivery		365.58	365.58
In House Sales Items	250.00		250.00
Amazon Smile/iGive		11.88	11.88
Miscellaneous		302.00	302.00
Gifts Received	194.00	3,327.00	3,521.00
Grant Income		4,750.00	4,750.00
Rental Income		14,000.00	14,000.00
Miscellaneous Income	0.85	143.48	144.33
Town Contribution	126,587.50	126,587.50	253,175.00
User Fees	156.90	2,733.30	2,890.20
TOTAL RECEIPTS	\$129,716.25	\$168,152.48	\$297,868.73
DISBURSEMENTS			
Books	1,973.37	14,904.84	16,878.21
Card Catalog		2,407.50	2,407.50
Computers	187.50	580.55	768.05
Copier Lease	160.42	1,586.38	1,746.80
Dues & Professional Dev.		930.00	930.00
Fundraising Expenses		777.65	777.65
Goodwill/Public Relations		347.72	347.72
Earmarked Expenses		5,000.00	5,000.00
Insurance			
Health	110.50	7,475.66	7,586.16
Liability/WC/D&O		7,599.00	7,599.00
Maintenance	758.15	5,739.48	6,497.63
Miscellaneous			0.00
Museum Passes	169.50	515.00	684.50
Office (supplies, equipment, fees)	406.39	3,087.14	3,493.53
Payroll Expenses	11,843.69	79,697.07	79,697.07
Permanent/Anon. Gift Expense			0.00
Programs - Adult		250.00	250.00
Programs - Children	23.49	2,038.79	2,062.28
Subscriptions	671.35	4,343.28	5,014.63
Unemployment Compensation	118.03	315.01	433.04
Utilities			
Electric	1,068.28	4,051.08	5,119.36
Oil	1,074.69	1,597.81	2,672.50
Telephone	80.47	478.85	559.32
To Petty Cash			
TOTAL DISBURSEMENTS	\$18,645.83	\$143,722.81	\$150,524.95
Transfer from Endowment	0.00		
Transfer from/to Money Market	(116,587.50)		
Transfer from/to Encumbered Savings	0.00		
 Ending Checking Balance	 \$4,261.23		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$26,914.34
Deposits	126,587.50		
Withdrawals	10,000.00		
Interest Income	9.86		
Bank Charges			
		Ending Balance	\$143,511.70

ENCUMBERED SAVINGS (WEBSTER)

TECHNOLOGY FUND

Deposits	0.00	Beginning Balance	\$4,749.10
Withdrawals	0.00	Ending Balance	\$4,749.10

PROGRAM FUND

Deposits	0.00	Beginning Balance	\$3,979.95
Withdrawals	0.00	Ending Balance	\$3,979.95

NEIGHBORHOOD ASSISTANCE FUNDS

Deposits	0.00	Beginning Balance	\$15,659.62
Withdrawals	0.00	Ending Balance	\$15,659.62

SALARIES FUND

Deposits	0.00	Beginning Balance	\$13,774.00
Withdrawals	0.00	Ending Balance	\$13,774.00

BUILDING FUND

Deposits	0.00	Beginning Balance	\$10,065.23
Withdrawals	0.00	Ending Balance	\$10,065.23

Interest Income	0.00	Total Ending E.S. Balance	\$48,227.90
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CITIGROUP MONEY MARKET

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

February 2018 Library Director's Report

January Statistics

Circulation = 3,074, plus 50 e-audios and 2 e-books (via researchITCT)

Attendance = 1,776

Reference = 77 in person, plus 317 online

February Book Sale and Bake Sale

The winter book and bake sale on 2/24 drew a steady stream of buyers; Tammy posted some great photos on the KLA Facebook page of this busy and fun event. Book sales continued throughout the day on Monday and Tuesday.

Staff Cross Training

Kristina Sanso and Janis Leird joined Laurie in exploring the features of the Sharp copier/printer and are now comfortable with duplex copying/scanning etc. Volunteer review and spot training on the Sharp is planned for March through April.

Janis Leird started training Kristina Sanso on Inter-Library Loan procedures.

iCRV Radio Feel Good Friday Program

Alison Karam and Laurie Prichard taped a session with Thayer Talbot, Vice President of Programs and Operations at Community Foundation of Middlesex County on 2/20/2018. We were able to acknowledge the benefits of past grants received and also had an opportunity to promote upcoming programs. The Feel Good program will air Friday, 2/23 at 9:00 a.m.; the program will also be available through the station's archives, links will be posted to the KLA website and Facebook page.

Early Childhood Toy Library Grant Application

KLA Children's Librarian Gayle Byrne partnered with the Special Services teachers at Burr Elementary (RSD 17) to submit a grant application for a Toy Library to the Killingworth Community Fund. Funding would allow the Toy Library to be created in duplicate, housed at both the Burr School and the Killingworth Library.

Upcoming Volunteer Change

Katherine Smith's last day as a KLA volunteer is Monday, 2/26. Katherine is leaving for a new role as President of the Connecticut P.E.O., a women's philanthropic organization. Katherine will receive a Killingworth Library afghan and a card signed by fellow volunteers, board members and library staff on her last day.

Staff Notes/Work Schedule

Weekly KLA staff meeting are scheduled for Thursdays from 4 – 4:30 p.m.

Weekly "notes" to the volunteers will be routed on Fridays.

Happy to report that Janis Leird's knee surgery was successful! Recovery is taking a bit longer than planned, she will be returning Tuesday, March 6.

Tammy's schedule is changing slightly; she will be taking Friday's off to offset her scheduled Saturday hours instead of Mondays. Tammy will also be providing circulation desk coverage on Monday mornings once Katherine Smith leaves. An additional volunteer will not be recruited at this time.

Laurie's core hours will continue to be 8:30 – 4:30 Mon/Wed/Fri and 12 noon – close on Tuesdays and Thursdays.