

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

Directors present: Bob Bellonio, Sue Cornell, Rob Flaherty, Jr., Lou Goldblatt, Lucinda Hogarty, Wally Jones, Alison Karam, Dave Meixell, Roger Nemergut, Jan O'Sullivan, Dick Otto, Fiona Phelan

Directors absent: Lise Brule, Mandy Major, Jim McDonald

Unexcused absent: Eileen Cyrus

Also present: Laurie Prichard, Library Director, Shelly Cumpstone (Golf Tournament Chair)

Alison called the meeting to order at 7:05 p.m.

**Consent Agenda:**

- Move to accept: Wally Jones. Second: Bob Bellonio. Vote: Accepted unanimously. Copy attached.

**President's Report:** Consent agenda. Alison thanked Laurie for writing a weekly notes email... it's a great idea for a communications piece that keeps staff, desk and board volunteers up-to-date and in the loop!

**Minutes:**

- Reviewed minutes from the Feb. 26 Board meeting. No changes, so they remain as written.

**Head Librarian's Report:**

- Report attached.
- Laurie reported that staff and desk volunteers are pleased to be wearing their magnetic name tags and hope that patrons will find this helpful.
- In less than two months, Laurie reports that the library has received at least 6 requests for notary services. These were referred to other resources in town, but raised the possibility of offering the service at the library. Laurie was previously a notary and would be willing to reapply. The board asked Laurie to review what types of documents the library would be authorized to notarize and work with Jan to determine the cost of additional liability insurance. The fee to be approved as a Notary is \$120 for 5 years, plus a \$10 acceptance fee to be recorded as a Notary. Alison delayed the board vote on providing notary service at the library until we have that additional information.

**Budget and Finance Committee:** Consent agenda and the following:

- Report attached.
- Jan clarified the endowment's investment changes that were noted in the Consent Agenda. Upon advice of the library's financial advisor, \$35,000 in stocks have been sold and replaced with other dividend-yielding stocks. In addition, the advisor recommended selling a \$10,000 bond. Three other bonds, each yielding around 4.7%, were purchased with that money and cash on hand.
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**Fundraising Committee:**

- Golf tournament - Shelly Cumpstone provided an update on the May 16 golf tournament donations to date. Board members selected business owners for further follow up; Shelly will provide the solicitation letter.
  - Bob Bradley has made a golf club themed coat hanger for the silent auction and Shelly

- o suggested that others in the community might also be handy and able to provide an item.
- o The Committee is considering a tea cup auction this year in place of the raffle process used in the past.
- o A sign-up for day-of-event assistance was circulated to board members.
- o So far, 6 foursomes have signed up to play
- o Mandy will be requested to send publicity to the Krier and all other outlets. The event will also be promoted on the Library's Facebook page and is currently posted in the website.
- o Sue will send Mandy a link to a website that lists all on-going golf tournaments in the state.
- o Lucinda will ask a Library Circle of Friends member to create a poster for the library and other community outlets.
- Pizza delivery – Jim met with the owner of DaVinci Pizza on Mar. 1 to discuss the delivery fee and how that will affect the Library's fundraiser- Report at next meeting.
- Mini Golf - Wally is researching the feasibility of hosting a mini golf event in the library.
- Earth Day – a sign-up sheet for the day's events was circulated. The event runs from 10 a.m. – 3 p.m. but volunteers can sign up for the hours they are available. 34 people are required to stage different locations throughout the day.
  - o The committee is collecting gardening, hiking, nature, outdoors, earth-related books for a book sale at the Earth Day event.
  - o The Library will have a table selling library-themed swag
  - o Lucinda and Laurie will be on ICRV on April 3 for an interview to promote the event.
  - o Alison will follow up with Peg Scofield about the A-frame sign for the event.

**Book Sale Committee:**

- Due to lack of books there will be no book sale in May. Lou reported that a sale typically requires about 200 boxes of donated books and only 10 have been received to date.
  - o The Committee is trying to sell more books in the lobby.

**Grants Committee:** Nothing to report.

**Program Committee:** Consent agenda and the following:

- Pighills and Becker – Stonewalls and Cottage Gardens has been confirmed for May 9.

**Public Relations Committee:** Consent agenda and the following:

- Sue has distributed publicity for the James Mapes program
- Fiona will do a Constant Contact blast for the Golf Tournament and Earth Day

**Building and Grounds Committee:** Consent agenda and the following:

- Roger reported that the cost of the library's new heating system has been included in the proposed 2018-2019 Town Budget and will be funded from an Eversource grant.
- A library grounds spring clean-up will be held Sat. April 14 from 9 a.m. to 12 noon.
- Paving of the Library parking lot is not expected to be completed this year, as funds are no longer available in the town budget.
- Lighting –Dick will provide sample estimates for board review of the number and types of outdoor lighting and pole fixtures to improve visibility in the library parking lot – particularly the north side.

**Computer Committee:**

- Rob continues to work with the copy/scanner vendor to resolve ongoing issue with the Sharp

copier not emailing scanned documents.

- Rob has created a Google Drive account for the board and will create folders as necessary for board members to access various documents. Alison will review what folders need to be created. This will allow board members to access reports such as minutes, financials, etc. in a central location.

**Security Committee:**

- The resident state trooper visited the library to meet with Laurie and indicated that the library should consider adding exterior security cameras.
- Laurie will meet with Fire Chief Jim McDonald to discuss emergency evacuation plans and other safety plans for library staff and volunteers.
  - Laurie will request best practices/policies from other libraries.

**Governance Committee:** Nothing to report.

**Recognition Report:**

- Annual library staff/volunteers goodie list was completed and provided to all members.

**Long Range Planning Committee:** Nothing to report.

**Library Circle of Friends:** Nothing to report.

With no further business, the meeting was adjourned at 8:13 p.m.

Respectfully submitted,  
Fiona Phelan  
Recording Secretary

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

PRESIDENTS REPORT: Alison Karam

Annual Campaign - Annual campaign donations are coming in from the follow-up mailing sent in February. We have received more than \$16,000 in contributions to date from both mailings. Thank you notes are ongoing.

Goodwill - Killingworth Krier Editor Karen Milano thanked the KLA Board for joining the Chamber as a nonprofit member and for including an additional contribution for The Krier's ongoing support in publicizing library activities over the years: "That is just wonderful news, thank you all so much for your generosity. We will continue to cover library events as usual, and very much appreciate the support. We are hoping to continue the Krier for a while to come. At the very least, until something else comes along that is Killingworth specific."

Landscaping - On March 23, Crystal Langer emailed Roger and Alison to say that as soon as the snow melts, Langer Landscapes will paint the proposed bed lines for the landscaped garden they will plant around the new library sign this spring. The plan incorporates the lighting into the bed to spare them from mower and plow damage. The library is scheduled as one of their first planting projects for 2018.

New Notary Service - The library receives a number of requests for notary service and is actively exploring adding that as a new service offering for the community. Laurie was a former notary, and has offered to reapply. **The board will discuss, review related costs and, if appropriate, vote on this at the March board meeting.**

TREASURER: Jan O'Sullivan

All the stock trades and bond purchases that were recommended by our investment advisors and approved by the Finance Committee have been made.

PROGRAM COMMITTEE: Lucinda Hogarty

Recent Programs/Events:

- The Opioid Epidemic, Dr. Michael Saxe--March 5--22 in attendance
- Navigating the College Application Process, Jodie Small, --March 19--4 in attendance

Upcoming Programs:

- Creativity, James Mapes--April 17, Firehouse
- Earth Day--Sat., April 28--Chatfield Hollow Farm--NEED VOLUNTEERS
- May 2-The Gillettes--Firehouse
- Date TBD--Pighills and Becker--Stonewalls and Cottage Gardens

PUBLICITY: Sue Cornell

Submitted press release on "An Evening with the Gillettes" (May 2).

BUILDING AND GROUNDS COMMITTEE: Roger Nemergut

1. We have received an updated estimate on a new heating system from RLD Heating and Cooling for \$14,260.00. The next step, once the funding is obtained, is to prepare the bid documents and go out to bid.
2. The town was made aware of the sign and sign light damage caused by the parking lot plowing. The sign posts look like they are not damaged, just leaned over, so we should be able to straighten them without too much trouble. One of the sign lights has been bent over again. Crystal at Langer Landscaping has been made aware of this issue which we hope to address as part of her sign landscaping plan. A low level removable snow barrier to protect the lights during the snow season is being worked on.
3. The roofing contractor who installed our roof has agreed to address the leakage problem we recently experienced.
4. The new window replacement in the children's library has been installed.
5. We would like to schedule a "work party" for a Saturday in April for landscaping and general clean up.
6. Nancy B. is pursuing a plan for the main entry walkway with a local stone contractor. We will come up with several entry treatments (stone, stamped concrete, bricks, etc.) and, once put together, we will review them with the board for a final decision.
7. We are still pursuing funding options for our exterior lighting improvements. The library staff had told Laurie that if funding is tight, the outside lighting is a higher priority than the public bathroom renovations.

## **March 2018 Library Director's Report**

### **February Statistics**

Circulation = 3,049 plus 29 e-audios and 11 e-books (via researchITCT)

Attendance = 1,830

Reference = 72 in person, plus 22 online

### **Name Badges Are In Use**

New magnetic name badges are now in use by volunteers, with 4 generic "Volunteer" badges also available for any short term volunteers. Staff name badges are a slightly different design (smaller and have job title).

### **E-Rate Discount**

E-rate provides discounts for Internet access to eligible schools and libraries. KLA's application via Form 471 was submitted on March 6. Next steps are to make sure the library is fully CIPA compliant by July 1. The Children's Internet Protection Act (CIPA) requires that K-12 schools and libraries use Internet filters to protect children from harmful online content as a condition for this funding. Getting the funding will reduce our annual internet cost from \$1,500 to \$750 in the upcoming fiscal year.

### **KLA Website layout updates**

Minor changes in the order of the "widgets" in the bottom third of our KLA web page – "In Our Display Case" was moved to the left and renamed "Trending Now" for more flexibility in what shows in that column. Mandy Major created an update process using Google Docs.

### **Home Bound Delivery**

At present we have one elderly patron receiving home bound delivery service of audio books via a volunteer, we will be promoting this service on the website in April.

### **New Directors Roundtable**

Laurie Prichard attended the New Directors Roundtable on 3/20/2018 at Brainerd Library. Guest speaker Bob Serow of RLS Consulting spoke about strategic planning.

### **Children's Partnership Program with Brainerd Library**

KLA Children's Librarian Gayle Byrne has partnered with the Brainerd Library to form a new math club: Bedtime Math's Crazy 8's Club. The 8 week program kicks off on 4/5 and the weekly meetings will rotate between Brainerd and KLA. The first KLA program is Glow in the Dark Geometry.

### **Masonicare**

Tammy Eustis and Laurie Prichard had an exploratory dialogue with a member of the Masonicare team, LPN Jeremy Colonghi on 03/21/2018. We hope to establish an onsite reading program using the KLA reading area for those with memory challenges. The program would center around our recently acquired materials from Reading2Connect.

**Upcoming**

Tammy Eustis and Gayle Byrne will be attending the annual CLA conference April 23.

Tammy Eustis will be on vacation April 17 – 21.

# Killingworth Library Assoc., Inc. CASH REPORT

February 28, 2018

## WEBSTER CHECKING ACCOUNT

Beginning Balance \$4,261.23

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
<b>REVENUES</b>			
Book Sales	1,159.05	2,846.91	4,005.96
Fund Raising			
Annual Fund	250.00	15,439.00	15,689.00
DVD Box		120.00	120.00
Earth Day			0.00
Golf Tournament	200.00	52.83	252.83
Pizza Delivery		365.58	365.58
In House Sales Items		250.00	250.00
Amazon Smile/iGive	10.60	11.88	22.48
Miscellaneous	266.25	302.00	568.25
Gifts Received	100.00	3,521.00	3,621.00
Grant Income		4,750.00	4,750.00
Rental Income		14,000.00	14,000.00
Miscellaneous Income	20.00	144.33	164.33
Town Contribution		253,175.00	253,175.00
User Fees	524.20	2,890.20	3,414.40
<b>TOTAL RECEIPTS</b>	<b>\$2,530.10</b>	<b>\$297,868.73</b>	<b>\$300,398.83</b>
<b>DISBURSEMENTS</b>			
Books	2,778.69	16,878.21	19,656.90
Card Catalog		2,407.50	2,407.50
Computers		768.05	768.05
Copier Lease	179.85	1,746.80	1,926.65
Dues & Professional Dev.		930.00	930.00
Fundraising Expenses	80.00	777.65	857.65
Goodwill/Public Relations	445.00	347.72	792.72
Earmarked Expenses		5,000.00	5,000.00
Insurance			
Health	1,246.93	7,586.16	8,833.09
Liability/WC/D&O		7,599.00	7,599.00
Maintenance	620.00	6,497.63	7,117.63
Miscellaneous			0.00
Museum Passes		684.50	684.50
Office (supplies, equipment, fees)	460.89	3,493.53	3,954.42
Payroll Expenses	15,013.90	105,455.21	120,469.11
Permanent/Anon. Gift Expense			0.00
Programs - Adult		250.00	250.00
Programs - Children	500.00	2,062.28	2,562.28
Subscriptions	34.13	5,014.63	5,048.76
Unemployment Compensation		433.04	433.04
Utilities			
Electric	1,150.32	5,119.36	6,269.68
Oil	684.69	2,672.50	3,357.19
Telephone	82.30	559.32	641.62
To Petty Cash			
<b>TOTAL DISBURSEMENTS</b>	<b>\$23,276.70</b>	<b>\$176,283.09</b>	<b>\$199,559.79</b>
Transfer from Endowment	0.00		
Transfer from/to Money Market	20,000.00		
Transfer from/to Encumbered Savings	0.00		
<b>Ending Checking Balance</b>	<b>\$3,514.63</b>		



<b>WEBSTER BUSINESS MONEY MARKET</b>		Beginning Balance	\$143,511.70
Deposits	0.00		
Withdrawals	20,000.00		
Interest Income	14.99		
Bank Charges			
		Ending Balance	<b>\$123,526.69</b>

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**ENCUMBERED SAVINGS (WEBSTER)**

<b>TECHNOLOGY FUND</b>			
Deposits	0.00	Beginning Balance	\$4,749.10
Withdrawals	0.00	Ending Balance	<b>\$4,749.10</b>
<b>PROGRAM FUND</b>			
Deposits	0.00	Beginning Balance	\$3,979.95
Withdrawals	0.00	Ending Balance	<b>\$3,979.95</b>
<b>NEIGHBORHOOD ASSISTANCE FUNDS</b>			
Deposits	0.00	Beginning Balance	\$15,659.62
Withdrawals	0.00	Ending Balance	<b>\$15,659.62</b>
<b>SALARIES FUND</b>			
Deposits	0.00	Beginning Balance	\$13,774.00
Withdrawals	0.00	Ending Balance	<b>\$13,774.00</b>
<b>BUILDING FUND</b>			
Deposits	0.00	Beginning Balance	\$10,065.23
Withdrawals	0.00	Ending Balance	<b>\$10,065.23</b>
Interest Income	0.00	Total Ending E.S. Balance	<b>\$48,227.90</b>

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