

**Minutes of the Killingworth Library Association
Board of Directors Meeting
Monday, April 23, 2018**

Directors present: Bob Bellonio, Lise Brule, Sue Cornell, Rob Flaherty, Jr., Lucinda Hogarty, Alison Karam, Jim McDonald, Roger Nemergut, Jan O'Sullivan, Dick Otto, Fiona Phelan

Directors absent: Wally Jones, Mandy Major, Dave Meixell

Unexcused absent: Lou Goldblatt

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

Meeting called to order at 7:05 p.m.

Consent Agenda:

- Move to accept: Jim McDonald. Second: Bob Bellonio. Vote: Accepted unanimously. Copy attached.

President's Report: Consent agenda.

- Alison will email board members a copy of the Library's updated Internet Safety Policy, which meets the provisions of the Children's Internet Protection Act. A public information meeting to share the new Internet Safety Policy is planned for June 25 in the library's meeting room prior to our board meeting. Alison communicated with Cathy Iino to invite the Town to combine the required public hearing on the 2018 Neighborhood Assistance Act with the Internet Safety Policy meeting, since the library is involved with both.

Minutes:

- Reviewed minutes from the March 26 Board meeting. To be revised to note Jim McDonald is Killingworth's Fire Marshall.

Head Librarian's Report:

- Report attached.
- Board members were invited to the Stop the Bleed program being held at the library for staff and volunteers on May 17 at 4 p.m.
- More than 40 tickets for the Earth Day (April 28) event have been sold to date at the library.

Budget and Finance Committee:

- Report attached.
- Jan attended the Town Budget Hearing at 8 p.m. on April 23. She texted Alison to report that the library's 2018-19 budget request was put into the Town budget without adjustment.

Fundraising Committee:

- Golf tournament – Shelly reported that 60 golfers have registered; Fiona has sent e-blasts out through Constant Contact; Shelly asked board members to contact local business to support the event through sponsorship or donation of goods or services for the silent auction. Unique items from local residents encouraged.
- Deadline for inclusion in the golf tournament program book is Sat., May 5.
- Set up on the day of the event (Wed., May 16) is at 7:30 a.m.

- Earth Day – Volunteers needed Friday, Apr. 27 to set up for Earth Day at Chatfield Hollow Farm and Inn; volunteers also needed Saturday morning at Library to bring over books and other items for the event.

Grants Committee: Nothing to report.

Program Committee:

- Gillettes of Gillette Castle event on May 2 - more than 30 people registered.
- Pighills and Becker – Stonewalls and Cottage Gardens has been confirmed for May 9 and will be held at the Firehouse

Public Relations Committee: Consent agenda and the following:

- Constant Contact emails have been sent for Earth Day and Golf Tournament. Additional reminders will be sent the week of April 23 for Earth Day and week of April 30 and May 7 for golf tournament.
- Sue will submit the public announcement in May (for the June issue of the Krier) to invite the public to attend the June 25 information meeting on the library's updated Internet Safety Policy.

Building and Grounds Committee:

- The committee continues to research options for replacing and repairing the exterior lights.
- The plan for landscaping under the Library sign was reviewed and upon confirmation from Langer Landscaping of some minor alterations, request will be made to begin the project in May. Library staff/volunteers/board members will need to water the plants twice a week for the first 4-5 weeks.

Computer Committee:

- A report has been provided to the Library Director regarding the internet safety filters used to protect children from inappropriate content in compliance with state law.

Security Committee:

- Motion to authorize committee to research exterior (and interior, if needed) security cameras and propose a plan for installation. Move to accept: Alison Karam. Second: Roger Nemergut.
Vote: Accepted unanimously

Governance Committee: Nothing to report.

Recognition Report: Nothing to report.

Long Range Planning Committee: Nothing to report.

Library Circle of Friends: Nothing to report.

With no further business, the meeting was adjourned at 8:14 p.m.

Respectfully submitted,
Fiona Phelan
Recording Secretary

Killingworth Library Association, Inc.
Consent Agenda
Date: Monday, April 23, 2018
(Note: Bold Items require action. Please take note.)

PRESIDENTS REPORT: Alison Karam

Annual Campaign - Annual campaign donations are still trickling in from the follow-up mailing sent in February. We have received a total of nearly \$17,000 in contributions from both mailings. Thank you notes are ongoing.

Budget - On April 10, Alison and Jan met with the Town's Board of Finance committee to respond to questions about the library's budget request for 2018-19.

Community Partners - Plans by Killingworth Women's Organization, Chatfield Hollow Farm and KLA volunteers are coming together nicely for the 2nd annual Earth Day fundraiser for the Killingworth Library. Alison reached out to former board member Peg Scofield to develop a new A-frame sign for this year's Earth Day. The sign is up and looks great... thanks, Peg!

Landscaping - Crystal Langer painted proposed bed lines for the garden Langer Landscapes has generously offered to plant around our new library sign. **Alison forwarded Langer's plan to board members to review in advance of the April board meeting.** The plan incorporates the lights into the garden bed to spare them from mower and plow damage. If approved, Langer will proceed with the library planting project for May 2018. KLA thanks Langer Landscapes for this beautifying gift to the library!

Public Informational Meeting - Alison contacted First Selectwoman Cathy Iino to suggest holding a public meeting at the library, which combines a public informational session on the library's Internet Safety Policy and the required public hearing for the library's 2018 submission for the Neighborhood Assistance Act program. Cathy was positive about the idea. The tentative date of Monday, June 25 (prior to our 7pm library board meeting) will be confirmed in May. **The library will need to publicize the meeting in the June edition of the Killingworth Krier.**

PUBLICITY: Sue Cornell

Submitted release and calendar listings on the May 9 program, "The Stone Walls & Structures of England and New England".

April 2018 Library Director's Report

March Statistics

Circulation = 3,171 plus 28 e-audios and 13 e-books (via researchITCT)

Attendance = 1,767

Reference = 99 in person, plus 73 online

iCRV Radio: Earth Day

On April 3 Lucinda Hogarty and Laurie Prichard joined Heather Temple (Killingworth Women's Organization) to promote the upcoming Earth Day Festival on iCRV radio.

Laurie also stopped in at Chatfield Hollow Farm on 04/09 for a get acquainted visit.

Sharing with Hartford Public Library

In a classic case of "one person's trash is another's treasure" Tammy Eustis was able to brighten the day for UConn at Hartford Public Library by donating old posters to be used for their "escape room" program.

E-Rate Discount

We are on track to being CIPA compliant by June 30, 2018. The internet filtering policy is ready and the public hearing is scheduled to take place before the board meeting on June 25.

New Volunteer

Patricia Baldwin joined the volunteer roster on 4/19/18. A Killingworth resident, Patty is a retired librarian from the Guilford Free Library.

KLA Safety Awareness Program

Jim McDonald attended the April 5 staff meeting to discuss fire safety protocol and evacuation procedures, all staff have watched the video on use of the fire extinguishers. The need for a "sweep" protocol was identified and is under development. The CT state flag was moved to a different location to improve access to one extinguisher.

Emergency exit diagrams have been posted, and copies of the maps showing the location of all fire extinguishers and exits were distributed to all staff and volunteers.

Stop the Bleed Program

Dr. Carolyn Rambus will be at KLA on Thursday, May 17 at 4 pm to present "Stop the Bleed". This program is being scheduled specifically for KLA staff and volunteers. KLA board members are also invited to attend.

Children's Partnership Program with Brainerd Library

Unfortunately this program was put on hold due to lack of signups. Gayle will be revisiting in the fall/winter when there is less competition with sports programs.

Masonicare Outreach Visit

On April 11 Tammy Eustis met with the marketing manager and activities manager for Masonicare at Chester Village to discuss the KLA Read2Connect books for the memory challenged as well as other opportunities for partnership. EX: MCV is currently renovating a 60-seat community room, which they indicated they would be willing to let KLA use for programs.

KLA Brochure

Tammy also updated the KLA trifold brochure in preparation for the above visit as well as for the launch of the Passport to CT Libraries program. We are seeing quite a few visiting mothers with children during school vacation week!

Volunteer Training

The majority of volunteers have received training on the Sharp copier. Levels of comfort vary, and this will remain an item that is reviewed periodically.

Killingworth Library Assoc., Inc. CASH REPORT

March 31, 2018

WEBSTER CHECKING ACCOUNT

Beginning Balance \$3,514.63

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	313.75	4,005.96	4,319.71
Fund Raising			
Annual Fund	510.00	15,689.00	16,199.00
DVD Box		120.00	120.00
Earth Day			0.00
Golf Tournament	2,990.00	252.83	3,242.83
Pizza Delivery		365.58	365.58
In House Sales Items		250.00	250.00
Amazon Smile/iGive		22.48	22.48
Miscellaneous		568.25	568.25
Gifts Received		3,621.00	3,621.00
Grant Income		4,750.00	4,750.00
Rental Income		14,000.00	14,000.00
Miscellaneous Income	23.75	164.33	188.08
Town Contribution		253,175.00	253,175.00
User Fees	332.05	3,414.40	3,746.45
TOTAL RECEIPTS	\$4,169.55	\$300,398.83	\$304,568.38
DISBURSEMENTS			
Books	3,209.67	19,656.90	22,866.57
Card Catalog		2,407.50	2,407.50
Computers		768.05	768.05
Copier Lease	175.71	1,926.65	2,102.36
Dues & Professional Dev.	150.00	930.00	1,080.00
Fundraising Expenses	114.39	857.65	972.04
Goodwill/Public Relations		792.72	792.72
Earmarked Expenses		5,000.00	5,000.00
Insurance			
Health	981.14	8,833.09	9,814.23
Liability/WC/D&O	620.00	7,599.00	8,219.00
Maintenance	816.18	7,117.63	7,933.81
Miscellaneous			0.00
Museum Passes		684.50	684.50
Office (supplies, equipment, fees)	372.28	3,954.42	4,326.70
Payroll Expenses	16,996.36	120,469.11	137,465.47
Permanent/Anon. Gift Expense			0.00
Programs - Adult		250.00	250.00
Programs - Children	592.64	2,562.28	3,154.92
Subscriptions	142.95	5,048.76	5,191.71
Unemployment Compensation		433.04	433.04
Utilities			
Electric	678.80	6,269.68	6,948.48
Oil	1,120.48	3,357.19	4,477.67
Telephone	80.78	641.62	722.40
To Petty Cash			
TOTAL DISBURSEMENTS	\$26,051.38	\$199,559.79	\$225,611.17
Transfer from Endowment	0.00		
Transfer from/to Money Market	30,000.00		
Transfer from/to Encumbered Savings	0.00		
Ending Checking Balance	\$11,632.80		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$123,526.69
Deposits	0.00		
Withdrawals	30,000.00		
Interest Income	13.52		
Bank Charges			
		Ending Balance	\$93,540.21

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	1.19	Total Ending E.S. Balance	\$48,229.09

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