

Ridgefield Library Board Meeting
August 27, 2018

Present: John Bennett; Steve DeMatteo, Treasurer; Rob Ellis; Rob Freeman, Jr.; Alison Greeley, Secretary; Woody Harford; Bill Magill; Tizzie Mantione; Paul Mellinger; Gary Rapp, Chair; Carrie Wells; David Yaun, Vice-Chair

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Director; Lauren Bubniak, Director of Development; Leslie Vuilleumier, Executive Assistant; Julie Yaun, Friends of Ridgefield Library

Excused: Michelle Booth; Lynn Consentino; Magda Fincham; Tom Gerhard

Call to Order

Board Chair Gary Rapp called the meeting to order at 7:35 PM in the Dayton Program Room.

Approval of Minutes

The minutes of the June 18, 2018 Library Board meeting were approved.

Chair's Announcements

Chair Gary Rapp welcomed the new Board Members - John Bennett, Bill Magill, Paul Mellinger and Carrie Wells along with Andy Forsyth, the new Assistant Director. All present gave a brief intro of themselves to these new members.

Gary expressed his board expectations as the following: Attend the Board and Committee meetings as well as Library Functions; Be present i.e. being informed and engaged with everything happening at the Library; Actively participate in the Board's work; Communicate with Brenda McKinley and channel your ideas to the correct person in charge, i.e. Brenda McKinley, Gary Rapp or a Committee chair; Please do not go directly to staff with new ideas or tasks but rather to the Senior Management Team, i.e. Brenda, Andy Forsyth, and Lauren Bubniak; Advocate for the Library in the community in a positive way; Respect each other.

The Board Retreat is scheduled for October 22nd (the usual date of the October Board meeting). A special speaker, Maureen Sullivan will address the board members at the retreat. September 24th's Board meeting will be in the Library's Dayton Program Room as usual. Being that all the Board members were not present at the August Board meeting, the Board photo will be taken at September's meeting.

The Conflict of Interest and Donor Confidentiality forms were passed out for Board Members to sign. This is an annual occurrence. Forms are to be returned to Leslie Vuilleumier.

Director's Report

Brenda McKinley's report was sent in the Board Packet. Brenda announced the Cultural Alliance of Western CT will be honoring Mary Rindfleisch, posthumously for her work over the years with them. The honor will be awarded at their annual breakfast, October 11 in the Amber Room, Danbury at 7:30 AM. The Heart of the Arts award that she will be given is being renamed in her honor.

The Camp Snooze overnight fund raiser run by the Director will be changed to a Hogwarts Experience at the Library for 4th graders, 7 – 11 PM on November 2 & 3 for a limited number of attendees.

Brenda is working on a CT State Library grant to finish off the Terrace on the Main Level next to the Commons area. Discussion as to the extent of the project occurred. A motion was made to submit the grant. It was seconded, voted on and approved.

Brenda received a letter from Senator Murphy, announcing the Ridgefield Library was nominated for a National Medal award under Institute of Museum and Library Service. Brenda will be contacted by IMLS about next steps. The recipient will be announced at a later date.

Friends Update

Julie Yaun announced that the internet sales were very strong in July grossing over \$8K. The Friends of the Ridgefield Library are hosting an appreciation breakfast for the Library staff on September 21. The Children's Book sale will be held October 5 – 7 and the General Book Sale on Oct. 12 – 15.

Finance Committee

Treasurer, Steve DeMatteo reported the normal year end draw on the investments was not necessary due to this past fiscal year's successful fund raising. The Library's UBS investment portfolio is up 2.3% and the Finance Committee is planning a review with UBS in September. The Library has been named in the will of a town resident's estate.

Development Committee

Rob Ellis and Laureen Bubniak asked the Board members to sign up to speak at several Library events to promote patrons making donations to the Annual Appeal. Laureen will email a sign-up sheet for that purpose along with guidelines of what to say.

The Development Committee is taking suggestions for the 2019 Gala honoree(s). Send any suggestions to Laureen.

Laureen will be sending out lists for each Board member to choose patrons they will write notes to be attached to the Annual Appeal letters.

FORE! Your Library is a miniature golf fund raiser event inside the Library building on September 28 & 29. The teen event will take place on Friday, September 28. Families can play during the day on September 29 and an adult tournament will take place Saturday evening September 29. Save the dates for the Wild Game Dinner will be sent out shortly.

Technology Committee

The Committee met earlier in August. New security cameras and a server will be ordered. Anthony Cacciola will be ordering 24 new workstations. The committee is looking into updating the telephone system and a Karaoke system has been purchased.

The color palette and fonts have been chosen for the Library's new website. Work on the front page of the website is in process. Eighty percent of the content has been uploaded. Library Market (a new calendar

software product) will integrate into the new website. The September launch date has been delayed, launch date to be set. .

Strategic Planning

The Committee is moving toward setting goals. Staff will be working on action plans for the goals. Recording and tracking of the goals will be established.

Community Pulse – Heard Around Town

A few items were brought up:

- A number of key open administrative positions in the Ridgefield Public Schools have been appointed.
- Brenda McKinley is introducing Andy Forsyth to different groups in town.
- Any social media items that Board members see should be brought to the attention of Brenda McKinley.
- The new STEAM corner will be launched Saturday, September 15th.

With no other business, the meeting adjourned at 9:15 PM.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant