

Ridgefield Library Board Meeting  
December 17, 2018

Present: Michelle Booth; Steve DeMatteo, Treasurer; Tom Gerhard; Woody Harford; Bill Magill; Tizzie Mantione; Paul Mellinger; Gary Rapp, Chairman; David Yaun, Vice Chairman.

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Director; Lauren Bubniak, Development Director; Leslie Vuilleumier, Executive Assistant

Absent: John Bennett; Rob Ellis; Rob Freeman, Jr.; Alison Greeley, Secretary; Carrie Wells

### **Call to Order**

Board Chair Gary Rapp called the meeting to order at 7:30 PM in the Randolph Board Room.

### **Approval of Minutes**

The minutes of the November 26, 2018, Library Board meeting were approved with corrections.

### **Chair's Announcements**

Chair Gary Rapp announced the Annual Board-Friends mixer will be held in January.

### **Director's Report**

Brenda McKinley's report was sent in the Board Packet. She noted the Library will be co-sponsoring programs with ACT of CT, Throwstone and the Prospector Theater. At the Arts Council Meeting, discussion about the Library hosting "business" programs for the Non-profit Arts organizations took place. The American Creed grant was awarded to the Library. This will work with the Founding Era grant the Library also received. Brenda McKinley, Director will forward to the Board an email about the Ridgefield Plan of Conservation and Development update for 2020. Final copies of the Audit are available for Board Members.

### **Friends Update**

Lauren Bubniak reported for Julie Yaun. November was another good month for internet sales. The Friends sold 383 books, earning gross sales of \$7,908.96.

They hosted 35 members at their annual holiday party at Eddie's Pizza & Pasta. They gave each of their guests a wrapped book as a gift. They gave books to the library's book group party and the Keeler Tavern Holiday Luncheon. They donated almost 700 books to these holiday events.

They are working with Lesley Lambton to set up a schedule, so the Friends can start giving brief summaries about themselves before events they sponsor in 2019. They want to let people know who the Friends are, what they do and how the patrons can help.

They are looking for libraries or groups who would welcome books for adults. At the end of each book sale, they have thousands of gorgeous mysteries and fiction titles that need to find homes. They hope the Board can help them. If the Board Member or someone they know has a second home or vacations somewhere regularly that could be a good place to give books, please contact Julie with the name of the group or library. They will contact them to offer them books. The Friends may ask for the Board's help later to deliver the

books. Assisted Living facilities and senior centers are other options. If you have a connection to share, please let us know. Other types of books available include cookbooks, history, travel and biographies.

### **Finance Committee**

Steve DeMatteo presented the proposed budget for FY 19-20. Three segments discussed concerned the Capital Budget requests, Operating Budget and the Investment Draw for the Library next year. Concerns about the Health portion of the Operating budget increasing to 15%, the town's contribution of 70% and an expense side challenge were discussed. A motion to have a full Library Board approval on the revised 5-year Capital Improvement budget as presented was made, voted on and passed. A second motion to approve the proposed option in FY 19-20 to increase the investment draw to "UP TO" 5% was voted on and passed. And a third motion was made to approve the FY 19-20 operating budget as submitted to the Board was voted on and passed. The current Financial position is good with the Appeal going well and operating expenses lower than expected. There will be an investment review in early 2019.

### **Development Committee**

Lauren Bubniak reported the Appeal is going well. Upcoming events are: Escape Room during the month of January with 100 tickets sold, Nature's Temptation event in February postponed to possibly February 21, Hot Stove with Gary Cohen on January 26 with 185 tickets sold and auction items available, Gala committees will be meeting after Jan. 1 for the May 4 event, and the LYL weekend is scheduled for Oct. 4-5

### **Technology Committee**

There was no committee meeting since last month, therefore no report.

### **Heard Around Town**

- Ridgefield Chorale gave their holiday concert at the playhouse over the weekend and the ticket monies were donated to Ridgefield Boys & Girls Club. Perhaps the Library can pick up on this non-profit event next year.
- The concern of 5 stores closing on Main Street this month was discussed.

The next board meeting will be on January 28th.

Meeting adjourned at 8:20 PM.

Respectfully submitted,

Leslie Vuilleumier

Executive Assistant