

Ridgefield Library Board Meeting  
February 26, 2018

Present: Amanda Bergen; Michele Booth; Steve DeMatteo, Secretary; Rob Ellis; Rob Freeman; Magda Fincham; Tom Gerhard; Alison Greeley; Woody Harford; Tizzie Mantione; Dean Miller, Chair; Gary Rapp, Treasurer

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

Excused: Matt Byrnes, Vice-Chair; Lynn Consentino; Jeroen van Beek; David Yaun

**Call to Order**

Board Chair Dean Miller called the meeting to order at 7:40 PM in the Dayton Program Room.

**Approval of Minutes**

The minutes of the January 22, 2018 Library Board meeting were approved.

**Chairman's Announcements**

Dean Miller announced that Jeroen Van Beek is leaving the Board due to a new job commitment out of the Ridgefield area. Also, Amanda Bergen will be going off the board at the end of this fiscal year.

**Director's Report**

Brenda McKinley's report was sent in the Board Packet. Brenda added that the Library will be hosting a Welcome Back Tucker West event on Wednesday, February 28. All Board members were asked to bring their families 4:30 – 6:30 PM. Brenda is also working on putting together the information gathered in the Strategic Planning community outreach and staff meetings for the committee.

**Staff Spotlight**

Kristina Lareau was to be the Staff Spotlight person. Unfortunately, this will be postponed to when Kristina feels better.

**Friends Update**

On March 10, the Friends will be co-hosting a regional Friends of CT Libraries meeting with the Friends of the Danbury Library. The meeting will talk about their internet sales program and then break into smaller groups to share ideas on several topics:

- \* Introducing new ideas/Dealing with change
- \* Overcoming challenges while organizing book sales
- \* Recruiting and retaining great volunteers/Getting the right people to serve on your board

In January, 442 books were sold via the internet totaling \$8,082.60. Shipping fees received were \$1,770.63 and the Gross income was \$9,853.23. The Friends reviewed their page on the library's current website and the Friends pages on other libraries' websites to see what they liked and didn't like. Their opinions were

shared with Mary Rindfleisch and her committee to keep their ideas in mind as the new website is being designed.

### **Finance Committee**

Gary Rapp reported the presentation to the Board of Selectmen went well and he has not heard anything back from them yet. The Investment portfolio has done well again in January with a 1.3% return. The two investment companies are being consolidated into one UBS account. The Board will review the 990 over the next month with Kathy Maher, the Library's accountant. A vote will be taken at the March Board meeting to approve the 990. The Committee has started to pay down some of the debt held. The loan will be reviewed each quarter and when appropriate, available excess funds will be applied to the loan.

### **Governance Committee**

The timeline for the new Board Member recruitment was proposed. David Yaun is working on the newspaper ad for self-nomination. The committee will conduct interviews by early April and vote on new members at the end of April. This will be followed by new member orientation with new members coming to the June Board Meeting. The committee is looking for people with Finance, Legal and Building Facility/Operations backgrounds. There are two officer positions opened as well.

### **Development**

Rob Ellis announced the Annual Appeal is slightly ahead of last year. Donations are coming in for the Gala with quite a few sponsorships. The event is scheduled for April 28 and will start at an earlier time to accommodate a piano bar at the end of the evening.

The Escape Room was very successful. The Escape Team has been asked by two library organizations, the CT Library Association and the New England Library Association, to present at their annual conference. They have agreed to do another Escape Room adventure again next January.

Upcoming events: Fairfield County Community Foundation Giving Day is March 1. Lauren Bubniak asked Board members to donate at midnight to win an extra \$1,000. Gallo Guest Bartender Night with Karaoke on May 24. Love Your Library weekend on September 28-29 with mini-golf tournaments. A possible poker night in the Spring.

### **Technology Committee**

After tallying the results from the survey about website usage, most people use the Library's website to sign up for programs offered and to search the catalog for desired items. The website committee is analyzing all data received from the public and each department on what should be in the new website. A new event calendar will be used to interface with the new website.

### **Strategic Planning**

The Strategic Planning Committee is wrapping up the community group meetings. A very positive response has been noted. The committee is sorting through the feedback from those meetings along with Board and staff input. After the information has been compiled, the Vision, Mission and Values statements may need to be revised and adjustments made to future goals.

**Community Pulse – Heard Around Town**

Items brought to the Board's attention are: the student staged walk-out in March; plagiarism in the School Superintendent's recent letter; security procedures for the Library in light of the Florida school shootings; the retirement of Mary Lee, Adult Services staff member and hiring of her replacement; a suggestion for outreach to the Middle School about their Heritage Project and resources at the library.

With no other business, the meeting adjourned at 8:45 PM.

Respectfully submitted,  
Leslie Vuilleumier  
Executive Assistant