

Ridgefield Library Board Meeting
January 30, 2017

Present: Amanda Bergen, Secretary; Matt Byrnes; Rob Freeman; Tom Gerhard; Alison Greeley; Woody Harford; Tizzie Mantione; Dean Miller, Chair; Gary Rapp, Treasurer; Mary Mann Smith (via Conference Phone); Bob Whitton, Vice-Chair; David Yaun

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

Excused: Michele Booth; Steve DeMatteo; Magda Fincham

Call to Order

Board Chair Dean Miller called the meeting to order at 8:05 PM in the Randolph Board Room at the Ridgefield Library.

Approval of Minutes

The minutes of the December 19, 2016 Library Board meeting were approved.

Chairman's Announcement

Chairman, Dean Miller thanked the Board Members for their 100% support of the Annual Appeal and David Yaun for arranging the Hot Stove Event. This event will take place on February 12 with guest speaker Gary Cohen, NY Mets announcer. There have already been 150 tickets sold.

Dean reminded the Board about the upcoming "Take Your Child to the Library Day" on February 4 in which Brenda McKinley, Library Director, will be guest storyteller in the Children's Library in the morning and the Hard Drive Smash event for the teens will be held in the afternoon. The RVNA Spelling Bee will be held on March 8 with Brenda participating as one of the contestants.

The Danbury *NewsTimes*, ran an article on the Ridgefield Library's fundraising paired with a photo of Dean, Brenda and Lauren which appeared in print on Sunday, January 29.

Director's Report

Brenda McKinley thanked the staff and the Board Members for her warm welcome and their help during her first few weeks. She has been working on the budget with Dean Miller and Gary Rapp. She attended the Taste of Ridgefield on Sunday, January 29 along with Dean Miller and his wife, Theresa. It was a great event and she met quite a few people from town. On Wednesday, February 1, she will participate in the Ridgefield Chamber of Commerce mentoring event at the Ridgefield Boys and Girls Club. Brenda is happy to announce that Shay Glass will be the new Children's Services Librarian starting on March 6. He has his MLS and Masters in Children's Literature from Simmons College, Boston, MA.

The Staff Spotlight has been postponed until the next Board Meeting.

Friends Update

Rhonda Hill, President of the Friends will be hosting a dinner at her home to welcome Brenda McKinley.

Children's books will be on sale on February 4th during the Take Your Child to the Library event. The Friends are supplying Dr. Seuss books for the Dr. Seuss birthday party event in March. The Spring Children's book sale is scheduled for May 5 – 7. The General Book Sale starts on May 12 through May 15. On May 16, nonprofits are invited to take the left-over books.

The membership rolls have been culled and there are now 186 members.

Finance Committee

The Finance Committee will present their budget to the Town Board of Selectmen on Monday, February 6 at Town Hall, at approximately 7:45 PM in the conference room on the lower level. Gary Rapp, Treasurer, asked for as many Board members as possible to attend for support. After this presentation, the budget goes before the Town's Board of Finance for approval. Along with the budget, a \$19K capital request for a new fence on the parking lot side of the building, repairs to the stone wall around the Library and parking lot re-lining was submitted. An additional request for no more than \$30K towards a new website was also submitted.

A review of the investments was held, with all numbers looking good.

Brenda McKinley met with Elizabeth Cleary about the Library's 401K carrier – Principal. The Library has been investigating migrating to Mass Mutual for better face to face support and lower fees. The rollover would occur at the end of a quarter.

Development

The Development and the Communications Committees had a successful joint meeting on January 19.

The Annual Appeal is currently at 60% of goal.

Laureen Bubniak, Director of Development, distributed information about the upcoming Fairfield County Giving Day on March 9. She feels the Library has a chance of earning extra dollars during two of the power hours during the day. More information will follow.

The Gala Committee is looking for sponsorships. Email Laureen if you have any prospects for a paid ad or paid sponsorship. In-kind sponsorships are also accepted. Volunteers to solicit for these are needed.

Transition Committee

Alison Greeley will forward to the Board Members a list of key contacts and introductions for Brenda McKinley. If any Board members can make an introduction to those on the list, let Alison know.

Governance Committee

The new Board Member nomination process will begin soon. Aside from the one current open position on the Board, David Yaun reminded all that Bob Whitton's and Mary Mann Smith's terms will be ending at the end of June. They are not eligible for another 3-year term. Amanda Bergen, Gary Rapp and David Yaun are all completing their first 3-year term and are eligible for a second term. The Committee will be meeting in February, March and April. Chris Nolan, former Library Director, left a list of possible candidates to discuss. As part of the process, an ad is placed in the Ridgefield Press for self-nominations. Candidate interviews are held in April with nominees decided upon in May.

There being no further business, the meeting adjourned at 8:55 pm.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant