

Ridgefield Library Board Meeting
March 26, 2018

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

Others present: Brenda McKinley, Library Director; Mary Rindfleisch, Assistant Director; Laureen Bubniak, Director of Development; Kristina Lareau, Head of Children's Services

Excused: Michelle Booth; Matt Byrnes, Vice-Chair; David Yaun

Call to Order

Board Chair Dean Miller called the meeting to order at 7:34 PM in the Children's Program Room

Approval of Minutes

The minutes of the February 26, 2018 Library Board meeting were approved as revised by Dean.

Chair's Announcements

Chair did not have any announcements

Director's Report

Brenda McKinley's report was sent in the Board Packet. Brenda added that a \$10,000 grant was received from the Ridgefield Thrift Shop. An application for \$4,000 was requested for new Children's Books but the Thrift Shop increased that to \$10,000 with the added \$6,000 being earmarked for special programs for all ages. The Ridgefield Supply's program sponsorship of Children's STEAM programming will be kicking off at the end of April. Brenda was invited to attend the MLK Day of remembrance at Jesse Lee Memorial Church. Speakers from the MLK Center for Nonviolent Social Change will be in attendance and representatives from across town government, schools and organizations have been invited. Brenda and Captain Jeff Kreitz of the Ridgefield Police Department completed a security walkthrough of the building. Recommendations will be made and incorporated into security procedures.

Staff Spotlight

Kristina Lareau, Head of Children's Services, was the Staff Spotlight. She explained changes that have been made in the Children's Department collection and shelving to open up, highlight, up-date, increase ease-of-finding, and improve use of the collection. There are now many more display areas. Kristina also highlighted the very popular new STEAM kits and Read Together kits.

Friends Update

The Friends recently hosted 23 people from 8 libraries for a regional Friends of CT Libraries meeting. Attendees shared ideas on various issues that impact all Friends groups. There were a lot of helpful ideas that work for other Friends groups. The Ridgefield Friends are considering changing parts of their book sales based on these ideas.

The May book sales will be held on May 4,5,6 for Children's books and then May 11, 12, 13 for all books.

Finance Committee

Gary Rapp reported that the Finance Committee, along with members of the Audit Committee met in a special meeting with Kathy Maher, the Library's Financial/Accounting consultant to go through the Form 990. This is the annual IRS filing for nonprofits that the Library's accounting firm completes based on the independent financial audit. The Finance Committee voted to approve the 990 as completed.

A motion was made, seconded and approved by the full Board to approve the IRS Form 990.

Additionally, Gary reported that the Financials are in a strong position. The investments which had a strong January had a not so good February, but this is the nature of investments. The Finance Committee held its first meeting with the advisors from UBS, who are now managing the entire portfolio. UBS will continue quarterly report meetings and will add an enhance monthly reporting document. The managers from Bar Harbor will visit the Library in late-April/early-May.

The FY19 Budget was passed to the Board of Finance with a \$25,000 reduction in the requested increase. We have since learned that the expected increase in health insurance cost will be much lower than anticipated (from 15% to 8.6%), which will be a help. The Capital Request was passed by the BOS to the BOF unchanged.

Governance Committee

Reporting on behalf of David Yaun, Brenda shared the names of the 14 self-nomination inquiries received to date. The deadline for self-nominations is March 31st. Board members were encouraged to reach out to anyone they thought would be a strong Board member about applying before the deadline. The Governance Committee will meet on April 5th to review applications, with interviews to be set-up after that. The Committee's timeline is to bring recommended candidates to the April Board meeting for approval. Additionally, at the April meeting, votes on renewal of terms and slate of officers will be planned.

Development Committee

Rob Ellis presented the Development thermometer and announced the Annual Appeal is slightly ahead of last year. Income from non-Gala special events is ahead of last year. The Gala also looks to be on-track for bringing in more income than last year. 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 current push is for ticket sales. With 180 confirmed tickets, there is still capacity for 100 more tickets. Board members were encouraged to take print invitations to share with friends. Dean shared the list of auction items for the event.

Laureen Bubniak reported that the March 1st Fairfield County Community Foundation Giving Day was a success earning over \$7,300. in 24-hours. Everyone who signed up for the midnight power hour were thanked. The Library earned that extra \$1,000 and was the 3rd organization out of the 10 total to earn the prize. Laureen also shared that the Nature's Temptations cooking classes have been a success with another planned in April. The Gallo Guest Bartender Night with Karaoke on May 24 with Woody Harford, Steve DeMatteo and Rob Freeman Jr. serving as bartenders. Matching Tip donors are lined up for all three hours. Bareburger will be doing a 10% of bill to Library for those who mention the Library during the month of

June. Laureen is working with Mitch Ancona to set up a fundraising wine tasting event, with percent of sales to the Library for those who mention the Library for a Saturday afternoon at his new wine store in the Donnelly Shopping Plaza.

Rob reported that Poker Night at Waccabuc is being planned for June 7th. Rob is reaching out to local nonprofits about having players who represent or are playing for their organizations participate. The evening will include food and beverages. It will be Texas Hold'em Tournament play, with winnings being split between the Library and the organization that the winning player has named as his/her charity.

Technology Committee

Tom Gerhard reported that the website project is moving forward. Launch will not be until end of summer. In addition to not wanting to launch a new website during the middle of the busy Summer Reading season, the Library will be migrating to a new calendar/event/room scheduling software. This software is highly integrated into the website. The schedule for customization, training and launch of this software takes us to the end of summer.

The new 3D printer is up and running. Public WiFi use continues to grow. The Lewis grant funded project to convert the large closets at the back of the Donofrio Family Technology Center to maker space counter and storage is moving forward. This will enable greater use of the maker equipment such as the 3D printers which can remain set-up for use by trained patrons, rather than being put away in between specific programs.

Strategic Planning

Alison Greeley reviewed the three summary documents that were included in this month's Board packet, the Community Leader Meeting schedule; the Community Leader Summary and the Strategic Planning Timeline. Time was spent discussing the overarching themes that came out of the community leader conversations. Rob Freeman, Jr. noted that in all of the community conversations, the feedback about the Library was very positive and there was a strong feeling that the Library is the place where the community can come together to solve problems and have difficult conversations in a neutral space. Alison will be sharing the detailed feedback documents with the full Board as well.

The Strategic Planning Committee will be meeting over the next month to review and if needed revise the strategic framework – Vision-Mission-Values-Objectives – for presentation at the April Board meeting.

Community Pulse – Heard Around Town

It was shared that the students who initiated the national walk-out march are Ridgefield High School students. Perhaps there is an opportunity for programming/presentation around the idea of leading a national movement.

With no other business, the meeting adjourned at 9:32 PM.

Respectfully submitted,
Brenda McKinley
Library Director