

Ridgefield Library Board Meeting
March 27, 2017

Present: Amanda Bergen, Secretary; Michele Booth; Matt Byrnes; Steve DeMatteo; Magda Fincham; Rob Freeman; Alison Greeley; Tizzie Mantione; Dean Miller, Chair; Gary Rapp, Treasurer; Mary Mann Smith; Bob Whitton, Vice-Chair; David Yaun

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

Excused: Tom Gerhard; Woody Harford; Mary Rindfleisch, Assistant Director

Call to Order

Board Chair Dean Miller called the meeting to order at 7:35 PM in the Dayton Program Room at the Ridgefield Library.

Approval of Minutes

The minutes of the February 27, 2017 Library Board meeting were approved as written.

Chairman's Announcement

Chairman, Dean Miller thanked Laureen Bubniak for a successful Giving Day. Donations brought in were over \$6,000. Congratulations to the Ridgefield Library Team which competed in the Battle of Ridgefield Trivia Tournament sponsored by the Keeler Tavern. The Library Team came in second place. Dean reminded the Board to purchase their Gala tickets early.

Director's Report

Brenda McKinley sent out her director report to the Board. The next Director's Report will be covering a period of time closer to the Board meeting for relevancy. A new Childrens Services Department Head will be announced as soon as the offer has been accepted. Brenda met with the New Canaan Library Director to discuss the recent newspaper article, comparing Ridgefield and New Canaan's Library budgets.

Staff Spotlight

Erica Gauquier was to present at the Board meeting but due to a personal medical emergency had to postpone until a future meeting.

Friends Update

Julie Yaun announced the open Friends' Board Positions have been filled and the new members will be presented to the Friends membership at their June meeting. The new Amazon shipping fees for the Friends' online book sales will be incorporated into the sale price.

Finance Committee

Gary Rapp, Treasurer reported on the town budget and the Library's requests. At this time, there have been no cuts to the requested Library budget. The Capital request of \$30,000 for new website work was denied and the request for the fence, stone wall work and parking lot line painting was cut from \$19,000 to \$12,000.

The 401K retirement plan with Principal will be moved to Mass Mutual beginning May 1. Mass Mutual tends to cater to smaller businesses and their fees are lower. A representative from Mass Mutual will be at the Library on April 7 to help facilitate the paperwork needed to move the eligible employee's accounts. There will be a black out period from May 1 – June 15 in which the participants will not be able to change or request monies in their accounts.

The current FY budget actuals are in good shape due to staff vacancies. Investments are up 5.8%. The updated Investment Policy was voted on and passed via an email vote.

Development

The Dashboard in the Board packet reflected monies to the end of February. Laureen Bubniak, Director of Development passed out a document depicting this FY's goal. At this time, the Annual Appeal is at 75% of its goal. The committee is working on getting ticket sales and sponsors for the Gala as well as corporate matching gifts.

The committee will work on how to encourage stock donations from donors.

Transition Committee

Alison Greeley, Matt Byrnes and Brenda McKinley will discuss meeting with larger donors.

Strategic Plan

A committee is needed to work on the new 3-year strategic plan for the Library. There is a 6-month timeline for completion of the plan by the Fall's Annual Report. Any Board Member interested should contact Brenda McKinley.

Governance Committee

The three-year terms for Amanda Bergen, Gary Rapp and David Yaun are ending. A motion was approved to offer an additional term to all. The three members accepted a second term.

The Governance Committee announced the slate for next year's officers as: Dean Miller, Chair; Matt Byrnes, Vice-Chair; Gary Rapp, Treasurer; and Steve DeMatteo as Secretary. The slate will be voted on at the April Board meeting.

Up to 3 vacancies can be filled with new Board members for FY 17-18. The committee is looking for applicants with Development, Finance, Legal, Facility Management and Healthcare backgrounds. The Ridgefield Press ran a self-nomination ad with all interested applicants contacting Brenda McKinley. The submission deadline is Friday, March 31. The committee

will review the applications on Tuesday, April 4 with interviews being scheduled for April 17 and 18. Recommendations will be presented at April's Board meeting.

There being no further business, the meeting adjourned at 8:40 pm.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant