

Ridgefield Library Board Meeting
November 26, 2018

Present: John Bennett; Steve DeMatteo, Treasurer; Rob Freeman, Jr.; Tom Gerhard; Alison Greeley, Secretary; Bill Magill; Tizzie Mantione; Paul Mellinger; Gary Rapp, Chairman; Carrie Wells; David Yaun, Vice Chairman.

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

Absent: Michelle Booth; Rob Ellis; Woody Harford

Call to Order

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

Approval of Minutes

The minutes of the October 22, 2018, Library Board retreat were approved with corrections.

Chair's Announcements

Chair Gary Rapp reminded Board Members to pay their Friends of the Ridgefield Library dues as soon as possible. He also indicated that there are a lot of meetings in the month of December for Board members to attend and to make note of the early Board meeting on December 17.

Director's Report

Brenda McKinley's report was sent in the Board Packet. She noted Website launch will be in early January. Andy Forsyth will be the point person on the website development team. She also thanked Andy for working with the photographer who is donating his time to take pictures for the new website. Sonta Frindt is actively starting a new program at the Library called The Next Chapter Book Club, which is a group for adults with developmental and other disabilities. She has been in touch with SPHERE and Prospector to promote this book club.

Friends Update

Julie Yaun reported the Fall book sales were \$6,000 for Children's weekend and \$11,000 for the General Sale weekend. The Friends sold books on the stonewall during Fall in Love with Ridgefield and made \$220. Internet sales continue to be strong. In October, the Friends grossed \$6,880, their second-best October so far. They gave away 3,700 books to non-profits at the end of the sale.

The FORL Holiday luncheon will take place on Monday, Dec 3. at 1 PM at Eddie's Pizza & Pasta.

The internet team met with Danbury Friends on Monday, November 26 to get them started selling books online.

Finance Committee

The budget timeline was given by Steve DeMatteo as follows: @ Dec 10 – 12, a working session will take place with any Board Member that wants to attend, the proposed budget will be brought to the December 17 Board meeting for submission approval, budget is then taken to Kevin Redmond and Rudy Marconi in early January with a presentation to the Board of Selectmen thereafter. The Finance Committee sees two items of concern – increasing benefits and the Capital Improvement Request to the town.

Development Committee

Laureen Bubniak thanked all board participants for their help at Books on the Common over the Thanksgiving weekend. The Annual Appeal is at 22% which is the same as last year at this time. Upcoming events of note are: Holiday Toast to You, December 9, 6 PM; Escape Room Sessions in January; Nature's Temptations dinner events – January 10 & February 7; Hot Stove with Gary Cohen – January 26; Fairfield County Community Foundation Promotion Day – February 28; Gallo Guest Bartender Night – March 28; Gala with Paul and Dewey McNamara as honorees – May 4; Poker Tournament – possible date of June 6; Speaker event at Metrick home – sometime in June.

Audit Committee

Alison Greeley passed out the minutes from their meeting with BlumShapiro concerning the Library audit. The Library had a clean audit and a motion to ratify the audit was made, seconded, voted on and passed. Brenda McKinley will send out a copy of this audit to Board members. Gary thanked Alison Greeley, Rob Freeman and Carrie Wells for their work on this committee.

Technology Committee

The Committee is looking into creating a Cybersecurity policy, which will include examining insurance and patron privacy. The Committee will be making a capital request of the town for the next 5-year maintenance contract on the Material Handling Equipment.

Heard Around Town

- Magic for Muggle Evening was fantastic.
- A suggestion that was seen on Facebook – Speed Repping enabling the public to talk with Political or Town Figures, which has been done at other libraries.
- Human Library Event coming to the Ridgefield Library
- Carroll Brewster emailed Laureen with a note that NPR did a survey to ask what people were most thankful for this year. A large percentage said – their public Library.
- The Library will work with *Ridgefield Press* reporters to use Library Study Rooms now that they don't have offices in Ridgefield.

The next board meeting will be on December 17th.
Meeting adjourned at 8:40 PM.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant