

Ridgefield Library Board Meeting  
October 23, 2017

Present: Amanda Bergen; Michele Booth; Matt Byrnes, Vice-Chair; Steve DeMatteo, Secretary; Rob Ellis; Rob Freeman; Tom Gerhard; Alison Greeley; Woody Harford; Dean Miller, Chair; David Yaun; Julie Yaun, Friends of the Ridgefield Library

Others present: Brenda McKinley, Library Director; Mary Rindfleisch, Assistant Director; Laureen Bubniak, Director of Development; Leslie Vuilleumier, Executive Assistant

Excused: Lynn Consentino; Magda Fincham; Tizzie Mantione; Gary Rapp, Treasurer; Jeroen van Beek

### **Call to Order**

Board Chair Dean Miller called the meeting to order at 7:35 PM in the Randolph Board Room.

### **Approval of Minutes**

The minutes of the September 27, 2017 Library Board meeting were approved.

### **Chairman's Announcements**

Dean Miller complimented Laureen Bubniak and Connie Marsala on the wonderful Guardian Society event held on Sunday, October 22 on the Library's front lawn. Paccadolmi award recipients will be honored at the Donor Social being held on Sunday, December 3. A motion was made to approve the "Volunteer" recipient - the Home Bound Delivery Program team and the "Leadership" recipient – Liz Kelly, seconded, voted on and passed.

### **Director's Report**

Brenda McKinley's report was sent in the Board Packet. The successful Love Your Library (LYL) weekend and the upcoming co-sponsored programming with the Prospector Theater were two events she highlighted. The Prospector employees will not be parking in the Ridgefield Supply parking lot during the day when Ridgefield Supply is open for business. Gallo and the Prospector may use that parking lot after hours.

### **Friends Update**

Julie Yaun reported that the Friends Children's Book sale held on October 13 – 15 made almost \$6,000. The Children's Services librarians were able to take books to replace those needed, missing and damaged in their department. The General Book Sale ended today with a record number of buyers for the \$5 a bag. They received donations of \$250 to send books to the troops.

### **Finance Committee**

Dean Miller gave the Finance report for Gary Rapp, Treasurer. At this point in the year the finances are ahead of budget. The investment portfolio is tracking well. A decision will be made within the next few weeks as to which firm will manage the consolidated investments. The Board has decided to go with only one firm instead of two. The committee plans to have a finalized proposed budget by December's meeting.

**Development**

Laureen Bubniak reported that donations for this year compared to last year are about the same. Upcoming fund raisers are: Wild Game Dinner, October 27; Camp Snooze, November 11-12 & 18-19; Thanksgiving Library Days at Books on the Commons, November 24-26; Donor Social, December 3; Escape Room, January 5-7 & 12-14; The Gala, April 28.

The Gala honorees will be John, Elaine, Chris and Megan Couri. They are very excited to be chosen.

The Escape Room is a new fundraiser this year having 8 spaces available in each session. There will be several sessions on each date. The committee will promote this as a team building event for businesses as well as patrons.

**Audit Committee**

Alison Greeley, Magda Fincham, Brenda McKinley and Kathy Maher met with the auditors from Blum Shapiro. The Library had a clean audit with a few minor items to address. A motion to accept the draft audit was made, seconded, voted on and approved. Blum Shapiro has offered to go over the literature relating to funding the Endowment.

**Technology Committee**

The Committee has pared down the 5 firms for the Library's new website to two, Miranda Creative and Mack Media Group. The new website will offer mobile friendly design and use the Library's existing branding. A motion was made to ask Miranda Creative to provide a contract for the design of the new website. It was voted on and approved.

**Strategic Planning**

The Committee met twice after the Board Retreat in September. The Vision, Mission Statement and values will be discussed in the upcoming meetings. Any further suggestions from Board members will be accepted. The Board will start targeted outreach.

**Community Pulse**

The Board will take time at each meeting for members to share what they are hearing around town or are concerned about personally to increase communication of important community issues to the Library.

With no other business, the meeting adjourned at 9:05 PM.

Respectfully submitted,  
Leslie Vuilleumier  
Executive Assistant