

Ridgefield Library Board Meeting
September 24, 2018

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

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

Excused: Rob Ellis; Lynn Consentino; Woody Harford

Call to Order

Board Chair Gary Rapp called the meeting to order at 7:35 PM in the Dayton Program Room.

Approval of Minutes

The minutes of the August 27, 2018 Library Board meeting were approved.

Chair's Announcements

Chair Gary Rapp asked that any remaining forms for Conflict of Interest and Donor Confidentiality be turned in. Leslie V. now has them all.

Lynn Consentino has submitted her resignation to the Board as a member. She has taken a new job and will be relocating to Greenwich.

October 22 is the date for the Board Retreat at the Leir Retreat Center on Branchville Road. The retreat starts at 12:30 and ends at 4:30 PM. There will be a short Board meeting with a speaker. Lunch will be served and work on the Strategic Plan will continue.

Gary reminded the members to renew their membership in the Friends of the Ridgefield Library.

Membership forms are available on our website.

The Love Your Library (LYL) weekend is coming up. Gary thanked all the Board members working on the Mini-Golf portion of the weekend along with Connie Marsala and Laureen Bubniak. Gary encouraged all members to volunteer to work these events. It gives the new people a chance to get to know the other Board Members as well as dive into the activities at the Library.

Director's Report

Brenda McKinley's report was sent in the Board Packet. Brenda announced a second nomination of the Ridgefield Library for the National Medal award from the Institute for Museum and Library Services was made by Congressman Himes. Teen Services Librarian Erica Gauquier has resigned to be home with her family. She will be available to sub as the need arises. The Library was fortunate to be able to hire Megan Klein who recently received her MLS and worked as a sub this summer while Erica was on maternity leave. Erica's last day is September 28 and Megan starts on October 22. Unfortunately, the staff had some sad news – Mary Louise Cardosa's (Circulation Clerk), husband, Rob died suddenly a week ago. Further information about services will be coming. Congratulations to Andy Forsyth for hosting her first Maker Faire bus trip to NYC. It was a big success with two buses attending the event. Summer reading ended with over 1,300 readers, both children and adult.

Friends Update

Julie Yaun announced that the Friends are the presenting sponsor for the FORE! Your Library Mini-golf event. They also gave \$1,500 to support RidgeCon in August. Internet sales grossed approximately \$9,200 last month. Two local libraries will be meeting with the Friends to hear about selling books through the Internet. Another 435 books were sent to military troops through the Books for Troops program. Fund raising for this program will be held at the October Book Sale. More books will be chosen at the Non-profit portion of the sale to send to troops. The Friends are starting a new project to raise their profile in town. The Children's Book sale will be held October 5 – 7 and the General Book Sale on Oct. 12 – 15. The non-profit evening will be held on Oct 15 and all-day Oct 16.

Finance Committee

Treasurer, Steve DeMatteo reported the balance sheet has been good for the past two months. The Finance Committee is working updating the 5-yr Capital plan of priorities which will be submitted with the CY20 Budget. The investments are performing well. The Finance Committee will be reviewing the use of investment returns to help pay down debt for the building construction and/or help with the underfunded pension.

Development Committee

Laureen Bubniak thanked the LYL committees and sponsors from the Board and asked any other members to sign up to volunteer around town at the LYL Stations for Saturday. The Dashboard enclosed in the Board packet does not reflect any of the LYL monies or the recent corporate donations. Laureen asked the Board to send out their eNewsletters to their friends to attend the Wild Game Dinner at Woody Harford's house. Brunch by the Bite will be held October 21 on the front lawn for Guardian Society Members and Prospective members from 11:30 Am – 1 PM. The red folders handed out at the meeting are for notes to be written by the Board Members. The deadline to turn them into Laureen and Connie is October 30.

Technology Committee

Anthony Cacciola has ordered new computers, purchased as part of FY19 Town CIP funding, and will be setting them up on the floor as they are ready. As part of the security system upgrade, also a CIP project, a new server and cameras have been ordered. Samples of the new website were passed around. The design phase should be complete in about 6 weeks around the end of November. The new calendar software will be integrated with the website at that time.

Strategic Planning

Alison Greeley and Rob Freeman were thanked for their work so far with developing the Strategic Plan. Committee Leaders are asked to look at the handout and discuss their ideas at the Retreat. Maureen Sullivan will be speaking at the retreat on this topic. Brain storming sessions started this week with staff members. It was reminded that the Strategic Plan not only comes up with ideas but can also eliminate ideas.

Community Pulse – Heard Around Town

A few items were brought up:

- Feedback from the Summer Reading Program – some comments were made concerning reading minutes instead of number of books. Some families felt this was more difficult for the child and that many prefer counting books as well. This feedback will be shared with the Children’s Department staff. Brenda received a number of comments on the wonderful activities that took place at the Library in connection with the program.
- Andy Forsyth and Brenda have been invited by Rudy Marconi to attend a luncheon of leaders from many town organizations to discuss collaborating in the town of Ridgefield.

With no other business, the meeting adjourned at 8:35 PM.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant