

Ridgefield Library Board Meeting
September 27, 2017

Present: Amanda Bergen; Michele Booth; Lynn Consentino; Steve DeMatteo, Secretary; Rob Freeman; Woody Harford; Tizzie Mantione; Dean Miller, Chair; Gary Rapp, Treasurer; Jeroen van Beek; Julie Yaun, Friends of the Ridgefield Library

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

Excused: Matt Byrnes, Vice-Chair; Alison Greeley; Rob Ellis; Magda Fincham; Tom Gerhard; David Yaun

Call to Order

Board Chair Dean Miller called the meeting to order at 3:52 PM in the Leir Retreat Center.

Approval of Minutes

The minutes of the August 28, 2017 Library Board meeting were approved with corrections.

Chairman's Announcements

Dean Miller did not have any announcements.

Director's Report

Brenda McKinley thanked the Love Your Library (LYL) and Fore! Your Library mini golf committees along with all the volunteers for their hard work on the successful event.

Friends Update

Julie Yaun reported that the Friends held a mini-sale during Fore! Your Library mini golf. The sale was held in the sorting room, allowing for minimal set-up. The big October book sales have been scheduled. The Children's book sale will be October 13, 14 & 15. The General book sale will be October 20, 21, 22 & 23. The Non-profit book giveaway will start the evening of October 23rd and then be all day on October 24th. There was a question about putting yard signs out to advertise the book sales. It was reported that planning & zoning regulations prohibit such signs.

Finance Committee

Gary Rapp, Treasurer, reported that YTD the budget numbers are behind by \$30K due to an added payroll in the month of August due to the number of weeks. Taking this into account, the budget is \$12.5K favorable.

Development

Laureen Bubniak reported that preliminary numbers for LYL are in the \$2K range for the All Around Town collections and in the \$15K range for the Fore! Your Library mini golf activities, although all expenses/revenue are not complete.

The date for the Brunch by the Bite for Guardian Society members has been changed to October 22nd. The Wild Game Dinner is October 27th with tickets already being sold.

Board members are asked to look over the list for Annual Appeal solicitor assignments and return to Laureen before next Tuesday.

Building Committee

Rob F., Leslie and Brenda met for the first time. The committee reviewed maintenance and capital expenditures. The committee plans to meet quarterly with the goal of improving overall operations and focus on expenses and contracts. Committee reviewed the Hold Harmless agreement from TPC, the security vendor and determined it to be benign, we do not have a contract or warranty with TPC currently. Committee will get the list of capital expenditures to Gary.

Technology Committee

The Committee met in person with each of the five vendors who are in contention and submitted proposals in response to the website redesign RFP. The committee will be meeting on Friday, September 29th to make evaluation decisions.

Strategic Planning

The Committee will plan a meeting within next week. Committee will ask all Board members to share impression/ideas from the retreat sessions and/or pre-reading, if member unable to attend retreat.

With no other business, the meeting adjourned at 4:20pm

Respectfully submitted,
Brenda McKinley
Library Director