

Ridgefield Library Board Meeting
February 25, 2019

Present: Steve DeMatteo, Treasurer; Rob Freeman, Jr.; Tom Gerhard; Alison Greeley, Secretary; Woody Harford; Bill Magill; Paul Mellinger; Gary Rapp, Chairman; Carrie Wells

Others present: Brenda McKinley, Library Director; Leslie Vuilleumier, Executive Assistant; Julie Yaun, President of Friends of the Ridgefield Library

Absent: Michelle Booth; Rob Ellis; Tizzie Mantione; David Yaun, Vice Chairman; Andy Forsyth, Assistant Director; Lauren Bubniak, Development Director

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 January 28, 2019, Library Board meeting were approved with corrections.

Chair's Announcements

Chair Gary Rapp thanked all those attending the Annual Board-Friends mixer previous to the Board meeting. Gary discussed the results of the Board Assessment Survey. He will send out the findings to the Board Members to review the comments made. As a result of the Strategic Plan and these findings, the Board will be moving away from the usual reporting format of the Board meeting towards one that incorporates the Strategic Plan. This change will be initiated at the March Board meeting.

Gary informed the members that John Bennett has resigned from the Board as of February 18, due to family obligations.

Director's Report

Brenda McKinley's report was sent in the Board Packet. She noted the format has changed for her report to one that is structured around the Strategic Plan. She thanked Paul Mellinger for making the opening speech at the George Washington program held on Sunday, February 24. The Next Chapter Book Club is going well and is one of the goals in the Strategic Plan. The Library is still awaiting the State Bond Commission to release the approved State Library Grant project funds to begin working on the Roof Top Terrace.

Friends Update

Julie Yaun reported - in January, 455 books were sold on-line, and the total gross internet sales were \$8,505.50

An Interim Membership Coordinator has been trained while Sandy Koppen is out recuperating from an accident.

The Friends will be attending select Friends sponsored library events to give a brief introduction about who they are and what they do. This will help raise their profile around town. They are also working on giving presentations to community groups.

The Friends continue to look for homes for the more than 3,000 books left-over after each Book Sale. A library near Ithaca, NY has agreed to take 3,000 fiction and mystery books. If the Board knows of vacation communities that would accept books, please let the Friends know.

Finance Committee

As of this meeting, the Board of Selectmen has not reduced the Library's requested FY20 budget increase of 3.6% and the next round will be in front of the Town Board of Finance. With this budget, the Library is challenging itself as well with a 6.7% increase to the Development income line, taking a 4.5% draw on investments and a \$30K unspecified income challenge. The Selectmen agreed to the Capital requests for the materials handling equipment, computer replacements and lighting upgrades. In March, Bar Harbor will present an investment overview for the Finance Committee. Elizabeth Cleary will attend the March Meeting to talk about the 401K plan. Later on, the underfunded Pension fund will be discussed and the 990 Tax form will be reviewed and voted on by the Board.

Governance Committee

In March the committee will get together to start the process of filling empty spots on the Board. Alison Greeley has joined the committee to help. The committee is looking for referrals as well as self nominees. The interviewing process is scheduled for mid-April.

Development Committee

Brenda McKinley reminded the Board about the Fairfield County Giving Day on Thursday February 28. Lauren Bubniak is looking for willing people to donate at midnight on the 27th for bonus dollars. A sign-up sheet was circulated. The Gala sponsorship has been doing very well. The Kentucky Derby themed Gala will be held on May 4th.

Technology Committee

The committee has not met but the website work and launch are on target.

Heard Around Town

- Regionalization of school administration is still a big discussion point in town along with three possible proposed state bills. A question was raised if the Library should have a forum to discuss this.
- A suggestion to address the loss of a Library key person was made. The Board and Library Staff would benefit with a plan in place to address this.
- The article in the Ridgefield Press and Danbury News Times about the Library's budget was discussed.

The next board meeting will be on March 25.

Meeting adjourned at 8:50 PM.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant