

Ridgefield Library Board Meeting
January 28, 2019

Present: John Bennett; Michelle Booth; Steve DeMatteo, Treasurer; Rob Ellis; Rob Freeman, Jr.; Tom Gerhard; Alison Greeley, Secretary; Woody Harford; Bill Magill; Tizzie Mantione; Paul Mellinger; Gary Rapp, Chairman; Carrie Wells

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

Absent: David Yaun, Vice Chairman.

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 December 27, 2018, Library Board meeting were approved.

Chair's Announcements

Chair Gary Rapp announced the Annual Board-Friends mixer has been postponed to February 25. A meeting with Rudy Marconi and Kevin Redmond to discuss the Library's budget in preparation for next Tuesday's Board of Selectmen meeting was held. A large part of the discussion concerned the Health Care costs for the Library. Gary will be sending a Board Assessment survey to Board members to be returned by next Monday, Feb. 2. He thanked all involved in the Hot Stove Fundraiser last weekend which was a big success.

Director's Report

Brenda McKinley's report was sent in the Board Packet. She noted two Library events recently that were well attended and successful – Steven Schwartz & Daniel Levine's event and the Revisiting the Founding Era Event. The Roof-top Terrace project is waiting to hear when the State Bond Commission will release the money for the Project. Once that is done, materials can be ordered but may take up to 12 weeks to get here. The actual installation should be 10 days to 2 weeks.

Staff Spotlight

Andy Forsyth, Assistant Director presented at the meeting. She described herself as the Chief Operations Officer for the Library. Her power point presentation described her responsibilities and projects she is working on. She's really enjoying her first 6 months at this Library.

Policy Update

A final version of the Art in the Library policy was discussed. This was an update to a previous policy which now includes monthly Gallery exhibits, longer term art displays around the Library and gifts and donated art items. A motion to accept the policy was made, voted on and approved.

Friends Update

Julie Yaun reported - in December, 432 books were sold online and the total gross internet sales were \$8,148. In 2018, the Friends made \$95,680 in total gross internet sales. It is the Friends' second-best year behind 2017.

Sandy Koppen, the Friends' Membership coordinator, who was in a serious car accident before Christmas, is improving. They have an interim coordinator who will start in a few days.

Finance Committee

Gary Rapp and Brenda McKinley presented the proposed FY 2019-20 budget to Rudy Marconi and Kevin Redmond in preparation for the Board of Selectman meeting on Tuesday, February 5. The Library is scheduled to be first on the agenda at 7 PM. UBS was present at the Finance Committee meeting to discuss the portfolio's performance, which was low in December but is now coming back. The committee is looking at changing equity amounts from 65% to 60% of the portfolio. Bar Harbor accounts will be reviewed next month. Funding of the defined Pension Plan will be discussed with UBS at another meeting. The committee also will also speak with Elizabeth Cleary, the Library's rep for its 401K plan.

Development Committee

Laureen Bubniak reported Fund Raising and the Appeal are going well. The Hot Stove event sold 230 tickets and had more auction items over last year. The Escape Room is projected to bring in the budgeted amount. A catered event at Maryfrancis Metrick's house on May 19 with speaker Mike Trachtman has been scheduled. Nature's Temptations next event will be February 21 and tickets are available.

Technology Committee

Tom Gerhard reported on items the committee is undertaking and their relation to the Strategic Plan going forward. They are working on the new Website, a 5-year replacement cycle for computer equipment policies relating to technical areas of security, staff's and patron's data and their use, IT budget and the Library's role with technology and social media. Rolling out of the new website and communicating it to the public was discussed.

Heard Around Town

- Regionalization of school administration is a big discussion point in town as this is being proposed by a state legislator in Hartford.

The next board meeting will be on February 25.

Meeting adjourned at 8:55 PM.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant