

Ridgefield Library Board Meeting
April 22, 2019

Present: Steve DeMatteo, Treasurer; Rob Ellis; Rob Freeman, Jr.; Tom Gerhard; Alison Greeley, Secretary; Woody Harford; Tizzie Mantione; Gary Rapp, Chairman; Carrie Wells

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Director; Lauren Bubniak, Development Director; Leslie Vuilleumier, Executive Assistant

Absent: Michelle Booth; Bill Magill; Paul Mellinger; David Yaun, Vice Chairman

Call to Order

The meeting was called to order at 7:30 PM in the Dayton Program Room.

Approval of Minutes

The minutes of the March 25, 2019, Library Board meeting were approved with corrections.

Chair's Announcements

Chair Gary Rapp thanked all who have been working so hard on the Gala, especially Lauren Bubniak and Connie Marsala. It is going to be a very successful event.

Director's Report

Brenda McKinley's report was sent in the Board Packet. She announced there are programs coming up in town which include the Library.

Friends Update

Brenda McKinley reported for Julie Yaun. The Friends are getting ready for their May Book Sale. They are signing up volunteers to help set up the books and work shifts throughout the two weekends of the sale. The Children's Sale will be held May 10 – 12. The General Sale is the following weekend, May 17- 20. Once the sale is over, the Friends will host two sessions so non-profit groups may take as many books as they would like for free. They will be delivering 3,000 books to a Friends group near Ithaca, NY.

The Friends have been introducing themselves at a few more Library events which they sponsor. They are scheduled to do 12 more introductions at events this summer.

Internet sales continued to be slow in March. They sold 225 books bringing in \$4,403.30 in gross sales. That's about half of what they sell in an average month.

Community Engagement

Programs – There will be programs celebrating the 50th Anniversary of the Moon Landing and the 60th anniversary of NASA. The summer reading program theme is "A Universe of Stories". Heidi Hammel will be speaking at the Library. Other programs will encompass Woodstock 50th anniversary. The Ridgefield Arts Council will host their "Behind The Scenes" volunteer award Ceremony here on May 9th. The Library nominated Peter Loppacher, who recently took photos of the Library for the new website. There will also be an international "Make Music Day" event around town on June 21st.

Sonta Frindt, Adult Librarian gave an overview of the new program – Next Chapter Book Club for the underserved population in Ridgefield with disabilities. The first 8-week session is over, and the next session will be starting soon.

The participants vary in age with a core group of 6. Transportation for the participants is the biggest problem currently. Partners from SPHERE and Ability Beyond have been critical to the success. Board Members are encouraged to help as a facilitator and take the training. If interested, contact Andy Forsyth.

Outreach and Communications – Andy Forsyth announced the soft launch of the new website will be May 1. The website will be lighter, brighter and interface with mobile devices. Andy gave a preview of the new website to the Board. WordPress will be used for easier updating. The URL will be sent out to the Board for a trial use and testing during the soft launch.

Cultivate Motivated Staff

Currently, the staff is taking advantage of professional training. Staff job descriptions are being updated with reviews moving towards a conversation around goal setting instead of the previous employee evaluations.

Financial & Operational Sustainability

Financial: Finance Committee – The Library’s 990 tax return was reviewed at the Finance Committee meeting. A motion was made for the draft form of the form 990 to be finalized and filed. ***Motion was voted on and approved.*** Reynolds and Rowella will be contacted to file it. Bar Harbor presented a review of the restricted fund which they manage. The committee is looking at strategies for paying off debt. The gift from Stephen Antkiw will go towards the Capital Campaign obligations and a gift from the Eileen Proust estate is forthcoming.

Development Committee – As of today, the Annual Appeal is ahead of last year and on target for this year’s goal. The Kentucky Derby themed gala in honor of Paul and Dewey McNamara will be May 4th. Tickets are sold out. Invitations for the Friend raiser at Mary Frances Metrick’s home on May 19th have gone out. This is a free event and limited to 30 – 40 people. The Poker Tournament is scheduled for June 6 at Le Chateau. The e-newsletter invite went out this week. Guest Bartender Night has been rescheduled for June 13th.

Operational: Governance Committee – Tizzie Mantione and Alison Greeley are up for renewal of their terms for another 3 years. A motion was made to renew the terms for these two Board Members. ***Motion was voted on and approved.*** As Steve DeMatteo is leaving the Board, Tizzie Mantione has agreed to takeover the Treasurer’s position for FY 2019-20. There are 6 opened Board positions. Interviews will be held on May 1st & 2nd and voted on at the May Board Meeting.

Heard Around Town

- Tom Gerhard attended the Program – “Update on Tick-Borne Illnesses” at the Library last week. He said the program was very informative.

The next board meeting will be on May 20.
Meeting adjourned at 8:55PM.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant