

Ridgefield Library Board Meeting
March 25, 2019

Present: Michelle Booth; Rob Ellis; Tom Gerhard; Alison Greeley, Secretary; Woody Harford; Bill Magill; Tizzie Mantione; Paul Mellinger; Gary Rapp, Chairman; Carrie Wells

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

Absent: Steve DeMatteo, Treasurer; Rob Freeman, Jr.; David Yaun, Vice Chairman; Andy Forsyth, Assistant Director

Call to Order

The meeting was called to order at 7:35 PM in the Children's Library for a presentation on the new Dew-Op Project on re-cataloging the Children's non-fiction section. Kristina Lareau gave an overview of the process they are using and gave time for questions on the new system.

At 8:10 the meeting continued in the Dayton Program Room.

Approval of Minutes

The minutes of the February 25, 2019, Library Board meeting were approved.

Chair's Announcements

Chair Gary Rapp asked the Board Members to put October 21, 2019 on their calendars for their retreat at the Leir Retreat Center.

Gary and Brenda McKinley met with the man who wrote a letter to the editor expressing his concerns over the Library's budget and spending as an outcome of a previous Ridgefield Press newspaper article. Gary and Brenda gave him a tour and explained the upcoming roof top terrace project and other aspects of the Library mentioned in the original article. They were confident that his questions and concerns were answered.

Gary announced the Bond Commission cancelled their March meeting which delays the roof top terrace project until they meet in April.

This month's Board meeting starts the new agenda format which integrates the Strategic Plan structure.

Director's Report

Brenda McKinley's report was sent in the Board Packet. Although she had to leave early, a motion was made to confirm that Brenda McKinley is the authorized signer on the Corporate Resolution of the Steve Antkiw's estate gift. The monies will go to the Capital Campaign fund to pay down the 2014 loans on the building construction.

Friends Update

Julie Yaun reported - in February, 238 books were sold on-line, and the total gross internet sales were \$4,181.76.

Sandy Koppen has returned to the Membership Coordinator job, while recuperating from her accident.

The Friends will be providing 12 prize baskets to the Adult Summer Reading Program this year. The winners have been very enthusiastic about the baskets in past years.

The Spring Book Sale is nearing with the Children's Sale on May 10 – 12 and the General Sale on May 17 – 20. They will be giving away books to non-profits after the sale and approximately 3,000 books will be delivered to a library near Ithaca, NY.

Friends Board Members went to events they sponsored to introduce themselves. They explained their role in how they help the Library with internet and public book sales and how the public can help also.

Community Engagement

Collections Area – see the notes in the Call to Order section above.

Outreach and Communications – Tom Gerhard noted the new Website is going through quality assurance and checks currently. He asked if Board Members would be interested in looking at the new website before it launches. Several Board Members are also interested in promoting the website to the public.

Cultivate Motivated Staff

Along with Ira Joe Fisher's 2-day seminar for Department Heads on public speaking, other items have been included in the Director's Report for further information.

Financial & Operational Sustainability

Financial: Finance Committee – The Library's budget request of 3.6% increase was cut back to 2.5%. It appears the Health Insurance increase will be around 8% instead of 15% as originally predicted.

The 990 will be discussed at April's meeting.

Development Committee -As of today, 70% of the committee's goal has been met. This year's Gala honorees, the McNamara's, have provided many contacts for bringing in early sponsorships. The gala invitations have gone out and the committee is working hard on this event.

The Fairfield County Giving Day was very successful and Laureen Bubniak thanked the Board for their support.

There will be a Friend Raiser event at Maryfrancis Metrick's home on May 19 for Guardian Society Members. A limited amount of tickets will be available.

The Poker Tournament is scheduled for June 6 and the Bartender's Night will be on June 13.

Operational: Governance Committee – The Ridgefield Press is running the ad for self-nominations to the Board. Any interested parties should send their email to Brenda McKinley for follow-up documentation. Interviewing for the open spots will start at the end of April. The committee is not under any obligation to fill all spots opened.

Heard Around Town

- Tizzie Mantione remarked at the Arts offerings in town lately: namely, the Ridgefield High School musical – "The Addams Family", Ridgefield Symphony Orchestra's latest concert with world renowned cellist, ACT's up and coming musical "Austen's Pride." What a great town to live in!

The next board meeting will be on April 22.

Meeting adjourned at 8:50 PM.

Respectfully submitted,

Leslie Vuilleumier

Executive Assistant