

Ridgefield Library Board Meeting
May 20, 2019

Present: Michelle Booth; Steve DeMatteo, Treasurer; Rob Ellis; Rob Freeman, Jr.; Tom Gerhard; Alison Greeley, Secretary; Tizzie Mantione; Paul Mellinger; Gary Rapp, Chairman; Carrie Wells; David Yaun, Vice Chairman.

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

Absent: Woody Harford; Bill Magill.

Guests: Rachel Leff and Christie Mitchell, Adult Services Librarians.

Call to Order

The meeting was called to order at 7:35 PM in the Randolph Board Room.

Approval of Minutes

The minutes of the April 22, 2019, Library Board meeting were approved with no corrections.

Cultivate Motivated Staff

Adult Services Librarians Christie Mitchell and Rachel Leff described for the Board their work in founding, developing, and managing the Reference & Instruction Roundtable of the Connecticut Library Consortium. Brenda McKinley, Chair Gary Rapp and many Board members thanked and praised Christie and Rachel for their initiative and for their outstanding contributions to the library profession in Connecticut and to the Ridgefield Library.

Chair's Announcements

Chair Gary Rapp noted the soft launch of the new website on May 1, and thanked Andy Forsyth, the Technology Committee, Miranda Creative and the Friends of the Ridgefield Library for their work to achieve this milestone.

Chair Gary Rapp thanked those involved in the extraordinarily successful Great Expectations Gala on May 4, for their hard work and dedication: Lauren Bubniak, Library staff, the Gala Committee and Board members who attended.

Chair Gary Rapp mentioned that the June Board meeting date will remain the 24th, with a slight change in format. New Board members will be invited to attend. Details TBD.

Director's Report

Brenda McKinley's report was sent in the Board Packet. She added her thanks to those responsible for a successful Gala. She said that a drop-in celebration of the Library's fifth anniversary in the new building, and of the launch of the new website, is being planned for June 15. Andy Forsyth will send an email with more information.

Friends Update

Julie Yaun reported that the Children's Book Sale was held last weekend and the General Sale continues through Tuesday. Both attendance and revenue are up this year. The FORL is looking for additional libraries outside this area to accept leftover books. Discussion. The FORL Annual Meeting will be held on June 3. Chair Gary Rapp applauded the efforts of the FORL and expressed appreciation for their ongoing support.

Community Engagement

Technology – Andy Forsyth gave an update on the new website. Tom Gerhard discussed the possible use of Slack as a communications tool for the Board. Discussion. Tom Gerhard reported that Anthony Cacciola will prepare a year-end technology wrap-up report.

Financial & Operational Sustainability

Financial: Finance Committee – Steve DeMatteo reported that the Library’s reduced capital request was approved at referendum. An estimate for the total lighting package will be presented at the June Board meeting. Materials are being donated for part of the fencing project. The staff medical insurance plan will change to the CT State Partnership plan, which should result in relatively flat costs for 2019-2020. P&L is trending nicely against budget. Investments are performing well YTD.

Development Committee – Rob Ellis praised the Gala Committee and Laureen Bubniak for a truly marvelous job with the Gala. The event enjoyed record attendance, record sponsorships, and record results. Laureen Bubniak reported that the Gala Committee will have a wrap-up meeting soon. Discussion.

Laureen Bubniak reported that the May 19 donor appreciation event with speaker Michael Trachtman went extremely well. The Poker Tournament is scheduled for June 6 at Le Chateau and has been promoted heavily. Guest Bartender Night at Gallo will be held June 13.

Operational: Governance Committee – Vice Chair David Yaun reported that he and Steve DeMatteo are leaving the Executive Committee. A motion was made to approve the following names for the Executive Committee: Gary Rapp, Chair; Alison Greeley, Vice Chair; Tizzie Mantione, Treasurer; and Michele Booth, Secretary. ***Motion was seconded, voted on and approved.***

Vice Chair David Yaun and the Governance Committee presented seven names for nomination to the Library Board: Marge Davidson; Camille Fremed; Mark Vigliotti; Milton Kim; Danielle McGrogan; David Smith; and Jeet Sandhu. Discussion. A motion was made to approve all seven candidates. ***Motion was seconded, voted on and approved.*** Brenda McKinley will send the list of candidates to First Selectmen Rudy Marconi and will call the candidates.

Heard Around Town

- Alison Greeley had a question re: school participation in the Library’s Summer Reading Program. Brenda reported that this year’s program is part of a ramped-up effort to collaborate more with Ridgefield schools.

Chair Gary Rapp noted that this is Vice Chair David Yuan’s last (physical) meeting. Gary thanked David for his many contributions to the Board over the past five years, especially on the Executive Committee, the Communications Committee, with the Strategic Plan and the Annual Report.

The next board meeting will be on June 24.
Meeting adjourned at 9:10PM.

Respectfully submitted,
Andy Forsyth
Assistant Director