

Ridgefield Library Board Meeting
August 26, 2019

Present: Marge Davidson; Rob Ellis; Milton Kim; Tizzie Manton, Treasurer; Paul Mellinger; Gary Rapp, Chairman; Marc Vigliotti; Carrie Wells

Others present: Brenda McKinley, Library Director; Laureen Bubniak, Development Director; Leslie Vuilleumier, Executive Assistant; Julie Yaun, FORL President

Absent: Michelle Booth, Secretary; Camille Fremed; Tom Gerhard; Alison Greeley, Vice-Chair; Bill Magill; Danielle McGrogan; Jeet Sandhu; David Smith

Call to Order

The meeting was called to order at 7:40 PM in the Dayton Program Room.

Approval of Minutes

The minutes of the June 24, 2019, Library Board meeting had corrections. These minutes will be approved at the next meeting.

Chair's Announcements

Chair Gary Rapp welcomed all to the new Board FY 2019-20. Gary spoke about Board Expectations – Attend the meetings, Be informed, Actively participate, Communicate with Brenda and all Board members, Advocate for the Library, Respect each other, and Send in your Friends membership. He asked everyone to share two things about themselves.

Director's Report

Brenda McKinley's report was sent in the Board Packet. A few highlights this summer were the Summer Reading Program, RidgeCon with 2000+ people in the building that day and the patio project delay.

Friends Update

The Friends took a break from their meetings this summer, but the Internet sales continued with 281 books sold for almost \$5,100 and gross receipts of \$6,176.69. They are looking for a new partnership to donate their leftover books possibly another Friends group like Bridgeport who can benefit from their extra books. The Friends will be hosting the Staff Appreciation Breakfast again this fall. They also supplied 12 beautifully themed baskets for the Adult Summer Reading Program.

Community Engagement

Outreach and Communications - The Library will offer a scholarly series this fall on Maurice Sendak with field trips and events. A year-long series Votes for Women celebrating the 100th anniversary of the 19th Amendment will be offered along with Keeler Tavern, League of Women Voters, Historical Society, and Drum Hill Chapter of the DAR.

Technology – Carrie Wells demonstrated the new method of adding to and obtaining the Board Packet on the Internet. The Board Packet will be accessible to only the Board Members, Brenda, Andy, Laureen and Leslie V for updating and reading through Microsoft Office365 One Drive. Each Board Member will have their own Ridgefield Library email address for access. To be consistent, it was suggested to name a document on One Drive with First three letters of the committee (i.e. FIN for Finance, DEV for Development), then the name of the document followed by the date.

Cultivate Motivated Staff

The staff had 2 retirements announced – Carole Clark and Jane Ernst. Two people left the Adult Service Department and Matt Geeza was hired. There are currently 3 positions opened, one at Circulation and two at the Adult Services Desk. The Professional Development process is moving forward.

Financial & Operational Sustainability

Financial: Finance Committee – FY 2018-19 closed out with more than what was budgeted and therefore allowed the Board not to draw down on its investment portfolio. Mutual of Omaha is taking over the defined benefits pension liability. This should be closed out around November 1. A meeting with UBS and possibly Bar Harbor is scheduled for September 16. All Board Members are invited for the investment portfolio review

Development Committee – FY 2018-19 finished above what was budgeted. Increasing the number of donors that contribute to the Annual Appeal was discussed and will be revisited at another meeting. It was suggested to contact other libraries on how they grow their numbers. Upcoming dates are as follows: LYL Weekend – October 4 & 5, Wild Game Dinner – October 18, Guardian Society Brunch by the Bite – October 20, Library Days the Books on the Common – Thanksgiving Weekend and the Donor Social/Paccadolmi Award – December 8. The Board members will be asked again this year to write notes on Annual Appeal letters.

Operational: Governance Committee – The new Board Member training has been wrapped up.

Community Pulse

There will be a primary for candidates for the Board of Education this year. This is new.

The next board meeting will be on September 23.

Meeting adjourned at 9:20 PM.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant