

Ridgefield Library Board Meeting
June 24, 2019

Present: Steve DeMatteo, Treasurer; Rob Ellis; Rob Freeman, Jr.; Tom Gerhard; Alison Greeley, Secretary; Bill Magill; 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

Absent: Michelle Booth; Woody Harford; Tizzie Mantione; David Yaun, Vice Chairman

Guests: Marge Davidson, Camille Fremed, Danielle McGrogan, David Smith

Call to Order

The meeting was called to order at 7:10 PM in the Dayton Program Room.

Approval of Minutes

The minutes of the May 20, 2019, Library Board meeting were approved with no corrections.

Chair's Announcements

Chair Gary Rapp welcomed the new Board Members to the meeting, Marge Davidson, Camille Fremed, Danielle McGrogan and David Smith. He also thanked Lauren Bubniak and Rob Ellis for the successful Poker Night and Guest Bartender Night

Director's Report

Brenda McKinley's report was sent in the Board Packet. She presented the updated concise Collection Development Policy. The old policy was out of date. A motion was made to approve the policy as submitted and written. The motion was voted on and passed.

Friends Update

Gary Rapp gave Julie Yaun's Friends report. The Friends held their Annual Meeting and Dinner the first week of June. At the end of the May book sale, 9,000 books were given away to non-profits, 1,500 books to a Friends group near Ithaca, NY, 500 children's books to a Nantucket Book Mobile, and 1,000 books to Bridgeport Library. They had more people attend and more money was raised at the May booksale than last fall. The Children's sale brought in \$5,586 and the general sale made \$16,873. After expenses the amount was \$21,799. The Friends sold 217 books online in May totaling \$2,400. They put together 12 baskets, two per week for the Adult Summer Reading Program.

The Friends re-elected Julie Yaun as president and Tom Madden as Vice President. Tom will take over when Julie leaves and will attend future Library Board Meetings.

Community Engagement

The Library held an Open House on June 15 to celebrate five years in the new building. The launch of the new website was part of the event. Patrons tested out the new website in our Tech Center.

Technology – Andy Forsyth gave an update on the new website. Miranda will allow a ticket a month for any major problems that occur. The committee is working on a privacy policy concerning patrons' data when using our computers. Starting in August, the Board packet will be put out on OneDrive for Board Members to add, view and

change before the Board meeting is held. There will also be a traditional Zipped Board Packet sent out for that month only.

Cultivate Motivated Staff

Library Consultant Maureen Sullivan came to the Department Heads meeting on June 12 to help managers with the development of the new employee review process that has a goal setting philosophy which the staff will be adopting as per the Strategic Plan. Once the Department Heads are trained the rest of the staff will be brought into the process. All staff members will be on the same timeline for their reviews.

Financial & Operational Sustainability

Financial: Finance Committee – Steve DeMatteo reported that the Finance Committee voted on and passed a motion to make available \$60K out of investments for 2019 items that may need funding after July 1st. Otherwise, there will be no draw on investments at the end of the FY19-20. A motion was made to allocate \$6,000 from Capital to pay for the Lighting improvements not covered by the town's Capital request. The motion was voted on and passed. The Library is receiving a donation of fencing from a Young's client. The money needed to install the fence amounts to \$1,600 to be paid out of FY19-20 budget. A gift of \$133,000 from the Prosk estate will be deposited as unrestricted in the UBS cash account for use to pay down the underfunded Pension Plan or the Building Loan. There will be a review with the UBS investment advisors in September.

Development Committee – Laureen passed out the FY18-19 Thermometer for the Annual Appeal which showed the proposed goal was met due to the success of this year's Gala and other fund raisers. The Guest Bartender night was also a success as was the Poker Night. The committee is working on the Annual Appeal Report and looking ahead to next year's Annual Appeal. Upcoming dates are as follows: LYL Weekend – October 4 & 5, Wild Game Dinner – October, Guardian Society Brunch by the Bite – October 20, Magic for Muggles – Nov 1 & 2, Library Days the Books on the Common – Thanksgiving Weekend and the Donor Social/Paccadolmi Award – December 8.

Operational: Governance Committee – Seven new Board Members will join starting in July. Rob Freeman, Steve DeMatteo, Woody Harford and David Yaun are leaving the Board. Gary thanked all for the generous time and support which they contributed to the Board.

The next board meeting will be on August 26.

Meeting adjourned at 8:05 PM.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant