

Ridgefield Library Board Meeting
November 18, 2019

Present: Michelle Booth, Secretary; Marge Davidson; Alison Greeley, Vice-Chair; Bill Magill; Tizzie Mantione, Treasurer; Paul Mellinger; Gary Rapp, Chairman; David Smith; Marc Vigliotti; Carrie Wells

Others present: Brenda McKinley, Library Director; Laureen Bubniak, Development Director; Leslie Vuilleumier, Executive Assistant; Tom Madden, FORL Vice-President

Absent: Rob Ellis; Camille Fremed; Tom Gerhard; Danielle McGrogan; Milton Kim; Jeet Sandhu

Call to Order

The meeting was called to order at 7:35 PM in the Dayton Program Room.

Approval of Minutes

The minutes of the October 21, 2019, Library Board meeting were approved as written.

Community Pulse

Gary Rapp, Board Chair explained this topic was being moved to the beginning of the meeting to allow for quality discussion. Items brought up were: Elections in Ridgefield and how a new member of the Board of Selectmen will affect the Library's budget next year; the Ridgefield High School Principal will be retiring at the end of this school year; receiving great comments on the Library's programs especially the Vaping Program and its relevancy in the community; a good number of donations are coming in.

Chair's Announcements

Chair Gary Rapp thanked the Board Members for their note writing on the Appeal Letters. He encouraged members to sign up to introduce the Adult Programs. On a sadder note, one of the Board Member's mother had passed away this week and Lauren Bubniak will take up a collection in her memory.

Director's Report

Brenda McKinley's report was sent in the Board Packet. The Mascot Elections took place in the Children's Services and Tiger was the winner. The Ridgefield Press had an article about the elections. A series of programs coming in 2020 concern Votes for Women. The open position of Administrative Assistant has three candidates that will be returning for a second interview. Other positions open are in the Adult Services Department and the Collection Management Area. A new employee, Barrett Jones started today. Nothing more about the Willett Letter to the Editor has come about. The staff is looking at writing a policy for Programs Given at the Library. Andy Forsyth submitted the statistical State Report on Friday, November 15.

Friends Update

Tom Madden attended the meeting in Julie Yaun's absence. The Rare books and Illustrations that were auctioned brought in \$7,400. The Children's Book Sale in October made \$8,500+ and the General Book Sale made \$13,000+ for a total of \$21,600. Out of the left-over books, 5,200 were given to 24 Non-profit Organizations. Another 500 books were given out on the Halloween Walk with the parents being thrilled it wasn't candy. The Friends Holiday Lunch will be at V Thai on December 9. Invitations already went out. All Board Members were invited. The FORL are increasing their Christmas Gift to Mr. Lauro, the Library's Custodian this year.

Community Engagement

Outreach and Communications – Brenda attended the Tree Lighting Planning Meeting. For the Holiday Stroll, the Library was not able to offer the parking lot on Saturday for the Horse and Buggy rides due to the Library being open and the parking lot is needed for our patrons.

Technology Committee – The next Committee meeting will be held on Wednesday, November 20. The Internet and Wireless Use policy will be updated. The Privacy Policy was distributed in the Board Packet. A motion was made to accept the policy as written, voted on and approved.

Communications Committee – The Committee will be talking several times a year, coming up with scenarios of difficult to handle Library situations and how to respond to them. Talking points for Board Members when dealing with the public are: the Partnership with the Couri family about Dyslexia, the sponsor of the month (November is Books on the Common), Games on Tap this coming Friday for all ages, the Selfie Generation Lecture on Anxiety and Medicare Enrollment Services for the Community, Tiger election and FORL giving out 500 books on Halloween. A suggestion was made to see if the Food Bank at Town Hall would like to have Children's books to give away.

Cultivate Motivated Staff

An opening in Collection Management will undergo a shifting of positions to fulfill that departments' needs. Instead of imbedding the collections managers in the Children's and Adult's Department, a Technical Services Department will be created.

Financial & Operational Sustainability

Financial: Finance Committee – FY 2020-21 budget planning will begin soon. The Investment & Operating summary were distributed in the Board Packet. As of this moment, investments are doing well.

Audit Committee – The Audit Committee met with Blum Shapiro about the recent audit. The Library was given a clean unmodified report and needed no major changes. A motion to accept the draft audit report was made, voted on and approved. The report can be submitted to Reynolds and Rowella for the 990 tax documents.

Development Committee – Lauren Bubniak thanked the Board Members for writing notes on the Appeal Letters. Donations are slightly higher at this time as compared to last year. The Wild Game Dinner was a huge success. Work has begun on the Glal honoring Eileen and Jay Walker to be held on May 30, 2020. The Books on the Common Library Days Fund Raiser takes place Thanksgiving weekend. Lauren is looking for Board Members to help. The Donor Social is on December 8 and will be honoring Victoria Secunda and Mike Flynn with the Ridgefield Boys and Girls Club.

The next board meeting will be on December 16.

Meeting adjourned at 8:55 PM.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant