

Ridgefield Library Board Meeting  
October 21, 2019

Present: Michelle Booth; Rob Ellis; Camille Fremed; Tom Gerhard; Alison Greeley, Vice Chairman; Tizzie Mantione, Treasurer; Paul Mellinger; Gary Rapp, Chairman; Jeet Sandhu; David Smith; Marc Vigliotti; Carrie Wells

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

Absent: Marge Davidson; Milton Kim; Bill Magill; Danielle McGrogan

**Call to Order**

The meeting was called to order at 4:05 PM at the Leir Conference Center, 220 Branchville Rd, Ridgefield.

**Approval of Minutes**

The minutes of the September 23, 2019, Library Board meeting were approved with no corrections.

**Chair's Announcements**

Chair Gary Rapp thanked those who attended and helped with LYL weekend, the Wild Game Dinner and the Guardian Society Brunch by the Bite. All were successful events and important outreach opportunities.

**Director's Report**

Brenda McKinley's report was sent in the Board Packet. She reported on the status of the Patron Privacy & Confidentiality Policy, which was included in the Board Packet. She requested that Board members review the policy prior to the November Board meeting, with the goal of discussing and perhaps voting on the policy at that meeting.

**Friends Update**

Julie Yaun's reported that the October book sales have been extremely successful; the Children's book sale brought in a record-breaking \$8800. Internet sales are also very strong, with \$8900 in August and \$6400 in September.

**Financial & Operational Sustainability**

*Financial: Finance Committee* – Tizzie Mantione requested Board action to approve a revised amount of \$6,905 needed for lighting work; the sum of \$6,000 was previously approved by the Board in June. A motion was made and seconded to approve the sum of \$6,905 for lighting work; motion carried.

Tizzie reported that financials will be reviewed at the November Board meeting.

*Development Committee* – Laureen Bubniak's Development Committee report, Dashboard and Thermometer were included in the Board Packet. Laureen reported that the Annual Appeal is on track to be sent out in November; please get your notes to her by November 1. Volunteers are needed to assemble the Annual Appeal packets. Board members are needed to introduce Library programs and make an in-person pitch for the Annual Appeal. Laureen will be sending more information re: specific programs and talking points.

Laureen reported on the success of the LYL weekend and of the Wild Game Dinner. The Holiday Toast to You and Paccadolmi Awards are Sunday, December 8. The awards will honor Victoria Secunda

(posthumously) and Mike Flynn and the staff of the Boys and Girls Club. Laureen will distribute a schedule for Library Days at Books on the Common very soon.

Laureen reported on the status of a Planned Giving/Legacy Giving program. Information to come. Discussion.

Gary Rapp concluded the meeting with thanks to those who attended the Board retreat and for feedback about the day's program. Discussion.

The next board meeting will be on November 18.  
Meeting adjourned at 4:35 PM.

Respectfully submitted,  
Andy Forsyth  
Assistant Director