

Ridgefield Library Board Meeting
September 23, 2019

Present: Michelle Booth, Secretary; Marge Davidson; Rob Ellis; Camille Fremed; Tom Gerhard; Alison Greeley, Vice-Chair; Bill Magill; Tizzie Mantione, Treasurer; Danielle McGrogan; Paul Mellinger; Gary Rapp, Chairman; Jeet Sandhu; David Smith; Marc Vigliotti; Carrie Wells

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

Absent: Milton Kim

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 June 24, 2019, Library Board meeting were approved with corrections. The minutes of the August 26 Board Meeting were also approved as written.

Chair's Announcements

Chair Gary Rapp spoke again 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 (Julie Yaun will email the membership form). A reminder about the Board Retreat on October 21 was given. It will be at the Leir Retreat Center on Branchville Road, starting at 12:30 until 4:30. Maxine Bleiweis will speak on the Effectiveness of Boards. Gary asked that all Board Members participate in the LYL weekend on Oct. 4 & 5.

Director's Report

Brenda McKinley's report was sent in the Board Packet. There will be a few staffing changes for an Adult PT Librarian, STEAM Coordinator and Circulation Clerk (this position has been filled). Maurice Sendak and ArTalk programs are coming. The Capitol Request Money is being spent on the Electrical/Lighting upgrades, Computer Replacement and The Material Handling update. The Terrace Project is still on hold. A call for funding towards the cat statue in memory of Mary Rindfleisch has been overwhelming. There was enough donated for the statue and some musical performances. The dedication is scheduled for April 2020. The building had its wood floors refinished and the carpets cleaned. Magic for Muggles will be held Nov. 1 & 2. Brenda asked for Board member participation as volunteers.

Friends Update

The Friends sent some donations to the CT River Book Auction which may bring in a substantial amount of money along with receiving 2 sets of books this summer that could prove valuable. Internet sales were approximately \$5,000 last month. The Fall Book Sale is coming up, Children's Sale is Oct 11- 14 and General Sale is Oct 18 -21. The FORL will take books up to Ithaca, NY as they did after the last book sale. The Friends held an Appreciation Breakfast for the Library employees last week. They donated \$5,000 to Mary Rindfleisch's memorial statue.

Community Engagement

Outreach and Communications – Cross Promotions with the Prospector Theater included Children’s movies and Downton Abbey. The Votes for Women Program is coming up on Wednesday, October 25. There will be a follow-up with the schools and the Library’s Summer Reading Program.

Technology – Gary thanked Carrie Wells and Tom Gerhard on their work in setting up the One Drive access for Board Documents, making it easier for all to put and get Board documents via the internet. The Tech Committee continues to review policies. The Privacy Policy has gone to the staff for their review and should be ready to vote on at the November meeting. Anthony Cacciola, Network Administrator has rolled out 12 of the 21 new computers in the building.

Cultivate Motivated Staff

Meetings with Department Heads on Employee’s Job Descriptions as part of the Professional Development process has started. The Workplace Wellness Inventory has been completed. This will be done periodically.

Financial & Operational Sustainability

Financial: Finance Committee – FY 2019-20 began July 1. No distribution from investments was taken this year. Bar Harbor and UBS representatives met with the Finance Committee and gave them an overview as to how things affect the Library’s investments. With the underfunded pension being frozen in 2012, the Finance Committee put out a bid for an independent company to take over the administration of this fund.

Development Committee – Lauren is looking for volunteers to help at the LYL weekend. She has a matching donor for the first \$2,500 that is raised. Upcoming dates are as follows: LYL Weekend – October 4 & 5, Wild Game Dinner – October 18, Guardian Society Brunch by the Bite – October 20, Magic for Muggles – November 1 & 2. Marc Vigliotti is helping to write a scripted program for Legacy Giving.

Community Pulse

Arnold Light passed away. The Candidates Forum will be held in the Program Room on Oct. 1 with Board of Selectmen and Board of Ed candidates. Tuesday is National Voter registration Day. There will be a sign-up table in the lobby of the Library.

The 2019 Trustee Leadership Conference for Board Members of Libraries is scheduled for November 8 in West Hartford. Registration deadline is October 18.

The next board meeting will be on October 21 at the Leir Retreat Center at 12:30 PM.

Meeting adjourned at 8:40 PM.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant