

Ridgefield Library Board Meeting
January 27, 2020

Present: Michele Booth, Secretary; Marge Davidson; Rob Ellis; 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, Part Time Administrative Assistant; Laura Zolotorofe, Administrative Assistant

Absent: Milton Kim; Camille Fremed

Call to Order

The meeting was called to order at 7:35 PM in the Dayton Program Room. Chair, Gary Rapp introduced Laura Zolotorofe, the new Administrative Assistant/Facilities Manager.

Approval of Minutes

The minutes of the December 16, 2019 Library Board meeting were approved as written.

Community Pulse

Vice Chair Alison Greeley mentioned that the Ridgefield Board of Education is asking for a 4.11% spending increase this year. There has been much talk in the town regarding the amount requested.

Chair's Announcements

Chair Gary Rapp announced that there will be another Board member survey this year. The questions will be like last years. It should take about 10 minutes to complete and he would like 100% participation.

Library Director's Report

Brenda McKinley's report was sent in the Board Packet. She requested two motions from the Board. The first motion stated, "That the duly appointed LIBRARY DIRECTOR, BRENDA J. MCKINLEY is empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for a State Public Library Construction Grant." The second motion stated, "That the Ridgefield Library Association Board of Directors do hereby agree to comply with the nondiscrimination agreements and warranties of Connecticut General Statutes 4a-60 and 4a-60a, as amended." The motions were voted on and passed.

Friends Update

Julie Yaun reported that two new Board members have joined The Friends Board: Carole Clark and Barb Jennes. The Friend's newsletter was placed in Constant Contact. The Friends donated over 1,000 wrapped books for the holidays. Overall, the 2019 year was an average year for internet book sales. The Friends sold 3,520 books on the internet in 2019 and gross sales totaled \$71,749.46.

Financial & Operational Sustainability

Financial: Finance Committee – Treasurer, Tizzie Mantione reported on the monthly financial statement. Tizzie also stated that on February 4th, the Library budget will be put forth at the Board of Selectman's meeting. The meeting will be at Town Hall beginning at 7 pm and she encouraged people to attend. Gary Rapp noted that we always have a strong showing of support from the Library and it is appreciated. The Finance Committee will be meeting with UBS to review the Library's investment portfolio in March.

Development Committee – Laureen Bubniak updated the Board that donations are on track with our Annual Appeal for the FY. Writing personal notes to donors has been very successful, and the Library will continue with this practice. Rob Ellis mentioned that he would like the Library to host a panel discussion on estate planning and retirement, with a focus on legacy giving. Laureen has been sending out sponsorship packages for the Gala. The Nature’s Temptations event in February is sold out. The Escape Room did well, and the Tech Recycling Day was a huge success. Dates to remember are: Feb. 25 – Nature’s Temptations event; Feb. 27 – Fairfield County Community Foundation Giving Day; May 30 – Great Expectations Gala; Oct. 2&3 – Love Your Library Weekend. There will be another Battle of the Books on Oct. 2nd with the proceeds going towards the Library. Gallo Guest Bartender is TBD.

Community Engagement

Outreach and Communications – The Artificial Intelligence series will have its first talk on Jan. 29th. There will be one per month and the targeted audience are teens and adults. Andy Forsyth reported that the Next Chapter Book Club, run in conjunction with Sphere, has been a very positive experience. The New Year’s Noon Day party and balloon drop with children was a big success. The Library is accepting applications for a Poet Laureate. The deadline to apply is Feb. 15th and information, including criteria, are on the website. Ridgefield currently does not have one. It will be a three-year appointment with a kick-off in April for National Poetry Month.

Technology Committee – The Committee has not yet met this month but will continue working on the Internet Usage Policy.

Communications Committee – Alison Greeley has some talking points available for reference regarding the budget. The Library is asking for a 2.6% increase. The Library works hard to manage their costs and are happy with this increase.

Cultivate Motivated Staff

The Library is interviewing for a Technology/Innovation Services Librarian and two Shelves. The Collections Management Department is looking forward to their new part-timers getting trained. Fritz Mundorff, a member of the Circulation department, will be retiring January 31st. Staff Training will be on February 7th. The Library will be closed that day. Brenda is grateful to the Board for their support of Staff Training Day.

The next board meeting will be on February 24th, 2020.

Meeting adjourned at 8:45 PM.

Respectfully submitted,
Laura Zolotorofe
Administrative Assistant