

FINAL

Ridgefield Library Board Meeting  
April 27, 2020  
Virtual Meeting

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, Chair; Jeet Sandhu; David Smith; Mark Viglotti; Carrie Wells

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Director; Laureen Bubniak, Development Director; Laura Zolotorofe, Administrative Assistant; Julie Yaun, FORL President

**Call to Order**

The meeting was called to order at 7:35 PM by Chair, Gary Rapp.

**Approval of Minutes**

The minutes of the March 27, 2020 Library Board Meeting were approved as written.

**Chair's Announcements**

Chair Gary Rapp shared that he has a recorded meeting detailing how to use Microsoft Teams if anyone is interested in learning more about the program. He noted that Glenna Goodacre, the artist that created the sculpture in the front of the Library passed away at age 80.

**Library Director's Report**

Brenda McKinley's report was sent in the Board Packet. It consolidates information shared with the public since the Library closed due to the Covid-19 pandemic in order to create a permanent record for the Board files. The online programs can be found on Library Market and have been well received. The Library has purchased Zoom and recently increased the capacity of one account, allowing up to 500 participants. All book clubs have been placed online. The 80's and 90's Trivia and Costume Night on April 24<sup>th</sup> was very successful and over 100 people participated. The next trivia night, All Things Disney, is scheduled for May 1<sup>st</sup>. Brenda is working closely with the Town of Ridgefield and Social Services to help get information out to the community. She is working with the Assistant Superintendent of Ridgefield Schools to assist students in getting the access they need to materials. The Library will collaborate with the schools for the Summer Reading program to support RPS's goals. An application was submitted through Fairfield County Bank for a PPP loan and Brenda is waiting to hear back. Brenda would like to commend the staff for finding new, creative ways to serve the public. Brenda shared that the staff is thinking about what a reopening of the Library will look like and she is gathering ideas and concerns into a project plan.

**Friends Update**

Julie Yaun reported that the Friends voted to cancel their May book sale and their annual meeting in June. They have put their Amazon account on vacation mode, so they are not receiving or process orders at this time. She thanked Laura Zolotorofe for forwarding their mail, so the Friends continue to receive membership renewals and checks.

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### **Financial & Operational Sustainability**

*Financial: Finance Committee* – Treasurer, Tizzie Mantione shared that the Library has been working to reduce spending. The building remains unoccupied, so there are some operational savings and non-essential spending has been postponed. The Finance committee met, and our investments are down as expected. Development is under budget and postponing the Gala will have a significant impact and our ability to fundraise. Tizzie requested a motion to approve the 990 tax form prepared by Reynolds and Rowella. The motion was approved.

*Development Committee* – Laureen Bubniak announced that the Gala has been moved to November 7, 2020. LYL, the Annual Appeal and the Gala will all take place in the fall of 2020.

*Operational: Governance Committee* – There are currently 3 open positions on the Library Board. Interviews have been conducted. Rob Ellis agreed to serve another term. Alison Greeley called for a vote to renew Rob Ellis for a second 3-year term. The motion passed. Gary shared the proposed Executive Committee slate for the upcoming year. The Board will vote in May.

### **Community Engagement**

*Communications Committee* – Alison Greeley announced that the Communication Committee met and agreed that the Library is doing an incredible job communicating with the public while the building is closed. Members of the Board have been reaching out to staff members at home to check in and connect with them.

*Technology Committee* – Tom Gerhard reported that the committee met and reviewed how technology was working for staff members now that they are primarily operating from home. He noted that Anthony Cacciola, the Network Administrator, has done a wonderful job assisting the staff and has played a vital role in this transition.

The next board meeting will be on May 18, 2020.

Meeting adjourned at 9:05 pm.

Respectfully submitted,

Laura Zolotorofe

Administrative Assistant