

Ridgefield Library Board Meeting
February 24, 2020

Present: Marge Davidson; Tom Gerhard; Alison Greeley, Vice-Chair; Bill Magill; Danielle McGrogan; Paul Mellinger; Gary Rapp, Chair; Jeet Sandhu; David Smith

Others present: Brenda McKinley, Library Director; Laura Zolotorofe, Administrative Assistant; Julie Yaun, FORL President

Absent: Michele Booth; Rob Ellis; Tizzie Mantione; Marc Viglotti; Carrie Wells

Call to Order

The meeting was called to order at 7:33 PM in the Dayton Program Room by Chair, Gary Rapp.

Approval of Minutes

The minutes of the January 27, 2020 Library Board meeting were approved as written.

Staff Spotlight

Dorothy Pawlowski shared her role as Head of the Adult Services Department. Dorothy has been a member of the Ridgefield Library Staff since 2002. Some of the programs she promotes are Book and Breakfast, Critics Circles, New Work Literature Now, and Tech Topics. Dorothy and the AS Staff also develop and create programs in the STEAM Corner, part of the Donofrio Technology Center. She is responsible for the scheduling of the Adult Services staff, oversees the budget for print, electronic and down loaded books, and is the primary selector for fiction, audio and large print books.

Community Pulse

There was nothing to report.

Chair's Announcements

Chair Gary Rapp announced that Milton Kim and Camille Fremed resigned from the Library Board of Directors in February 2020. Gary thanked the members of the Board who participated in the Board survey. He reviewed information obtained and will share the results with all Board members via email.

Library Director's Report

Brenda McKinley's report was sent in the Board Packet. She will be attending the Public Library Association conference this week. The Library will hold a 2020 Census Informational Presentation on February 29, 2020. Staff will also receive training in order to better assist the public with any questions. Last week, a Meet Your Legislator session was held at the Library. It had a very successful turnout. The Library Staff has been working on some policy updates. The Appropriate Use Policy has added language to address public filming on Library property. The Study Room and Randolph Room policies have been reviewed and updated. Changes are highlighted and Brenda is asking the Board to review and vote on these policies next month. Please reach out to Brenda with any comments or questions.

Friends Update

Julie Yaun reported that the Friends gave the Library a \$10,000 gift that will go toward the purchase of an embroidery machine, some digitizing equipment and pay off the debt owed on the digital microfiche reader. In January, 288 books were sold totaling \$5,748 in gross income.

Financial & Operational Sustainability

Financial: Finance Committee – Gary Rapp reported that on February 4, 2020 the Library presented their budget to the Board of Selectman. There was a strong show of support from the Library Board and staff. The operating budget is tracking normally. On March 18th, UBS will be coming to the Library to give an overview of the portfolio. This meeting is open to Board members.

Development Committee – Gary Rapp updated the Board that Fairfield County Community Foundation's Giving Day begins at 12 am Thursday, February 27th. The first 10 organizations to receive 25 donations of \$25 or more will receive a \$1,000 bonus. The Guest Bartender Night at Gallo will be on April 23rd. Jeet Sandhu will be serving some signature cocktails. The Roaring 20's Gala is doing well. Invitations will go out at the end of March. Tickets are available online. The Library is looking for a Title Sponsor. Love Your Library Weekend is October 2nd and 3rd, with the Battle of the Books fundraiser on 10/2. LYL magnets are at the Circulation desk and are being handed out to patrons for a special magnet contest.

Community Engagement

Governance Committee – Alison Greeley announced that the Board will begin to recruit for new Board members beginning in March. Interviews will be held in April and the Board will vote on new members in May. Gary will be reaching out to Board members whose terms are up for renewal.

Technology Committee – There are no reports from the Technology Committee.

Communications Committee – Alison Greeley shared that the Committee has created a letter to keep in touch with past Board members. Brenda reported that the letters will be sent and will provide the Board with a copy of the communication. If anyone has any other suggestions on ways to keep in touch, please reach out to Alison. Some community talking points include the Library's Votes for Women series. The programs are a terrific series and is drawing attention from several local towns.

Cultivate Motivated Staff

Brenda reported that the Staff Training Day was a very successful. The staff received mandatory sexual harassment training. There was a safety and awareness session with Officer Platt of the Ridgefield Police Department, and a workshop on communication skills in the afternoon. The staff participated in a post survey that will be used to determine what the next steps will be for future workshops. Brenda thanked the Board once again for their support of this day. There have been three new people hired as staff: two Shelves and a Technology Innovation Librarian. The Shelves have begun and the Technology Innovation Librarian will start on March 10th.

The next board meeting will be on March 23, 2020.

Meeting adjourned at 9:05 p.m.

Respectfully submitted,
Laura Zolotorofe
Administrative Assistant