

Ridgefield Library Board Meeting
March 24, 2020
Online 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 February 24, 2020 Library Board meeting were approved as written.

Chair's Announcements

Chair Gary Rapp announced that today's agenda would be modified to make room for a discussion about COVID-19. He thanked the Board for being flexible with using Microsoft Teams and appreciates everyone's effort to keep the Library running as smooth as possible during this time.

Library Director's Report

Brenda McKinley's report was sent in the Board Packet. It reflects the rapidly changing situation regarding the closing of the Library to staff and patrons. Brenda is grateful for the Board's support, and specifically thanked Gary Rapp and Anthony Cacciola, the Network Administrator, for setting up Microsoft Teams. On March 13, 2020 the Ridgefield Library closed to the public and on March 17, 2020 it closed to the staff. Staff are currently working remotely to assist patrons with renewing and obtaining library cards. They are communicating through online videos and storytelling and helping patrons' access digital material via the Library's website. Laura Zolotorofe, the Facilities Manager, is entering the Library daily to collect mail and check the building. Andy Forsyth, the Assistant Director, has put together a Daily Digest eNewsletter to help bring online resources to the community. The book drop has been closed and fines are suspended. Brenda anticipates that once the Library reopens, due dates for items will be extended to grant people time to return materials. The Collections department continues to create book orders and make selections but have put a hold on ordering. The Departments Heads are conferencing daily to discuss workflow. The closure is affecting many of the scheduled programs including the Votes for Women series, Census 2020 outreach, and the AARP Tax preparation. The Library staff is working hard to continue to meet the needs of the public during this time by exploring alternative means of delivering programs.

Friends Update

Julie Yaun reported that the Friends voted to cancel their May book sale and will turn their attention to their October event. The Friends canceled some crafting sessions and will reschedule them in the future. One book was sold online for \$950 this month. There were 205 books sold online in February and their gross income was \$5,802.67.

Financial & Operational Sustainability

Financial: Finance Committee – Tizzie Mantione shared that the uncertainty in the stock market will impact the Library's investments. From an operating standpoint, the Library salaries are underbudget and

at the end of February, the operating budget was still on a normal track. The Finance committee will be closely monitoring the UBS and Bar Harbor portfolios.

Development Committee – Lauren Bubniak acknowledged that going forward, raising money may be difficult. Lauren intends to postpone the Gala, which is scheduled for May 30, 2020. She is working with Eileen Walker and is looking to move it to November 7, 2020. Lauren will reach out to people who purchased sponsorships and see if they are willing to maintain those sponsorships.

Community Engagement

Communications Committee – Alison Greeley announced that the Board is reviewing applications for new Board member. They have received four inquiries to date. She asked that if anyone knows of someone willing to lend their time and talent, please encourage them to apply.

Technology Committee – no report this month.

Open Comments

Brenda McKinley is holding off on policy updates. Gary Rapp thanked everyone for using technology to meet today and noted that there will be many challenges ahead. Gary encouraged the Board to continue with committee meetings virtually and thanked Brenda McKinley for her leadership with such a swift shut down of the Library.

The next board meeting will be on April 27, 2020.

Meeting adjourned at 8:29 p.m.

Respectfully submitted,
Laura Zolotorofe
Administrative Assistant