

Ridgefield Library Board Meeting  
June 22, 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; Carrie Wells

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Director, Laureen Bubniak, Development Director; Laura Zolotorofe, Executive Assistant; Julie Yaun, FORL President; Sandra Gill; Tom Main

Absent: Marc Vigliotti

**Call to Order**

The meeting was called to order at 8:02 PM by Chair, Gary Rapp.

**Approval of Minutes**

The minutes of the May 18, 2020 Library Board meeting were approved as written.

**Chair's Announcements**

Chair Gary Rapp welcomed the new Board members, Sandra Gill and Tom Main to the meeting. The Executive Session met prior to the Board meeting to discuss compensation for Library Director, Brenda McKinley. Gary called for a motion to accept Brenda McKinley's compensation changes as reviewed in the Executive Session. *Motion was seconded, voted on and approved.*

**Library Director's Report**

Brenda McKinley's report was sent in the Board Packet. The Ridgefield Library building remains closed to the public to the Covid 19 outbreak. Some staff are now working in the Library. Brenda shared that Lobby contactless pickup began on June 15<sup>th</sup>. The Library Book Drop is open on weekends to allow for a 72- hour quarantine on materials being returned. All staff are required to follow the Safe at Work plan. The Library Staff is working on planning for the next phase of reopening. No date has been set but the Library is considering what services can be added safely that provide value to the patrons. A survey is being created to gauge public interest and comfort level. Victoria Carlquist, a staff member for over 20 years, announced she is retiring. Brenda congratulated Tom Gerhard on his retirement. Laura Zolotorofe, the Executive Assistant, will be emailing all Board Members the Conflict of Interest and Donor Confidentiality forms that are to be filled out by new and returning Board Members. Andy Forsyth announced that there was a jump in usage of digital content for March, April, and May of 2020. Book club titles have been made available on Hoopla. Library programs have moved to virtual platforms like YouTube and Zoom. Andy read aloud some very positive feedback the Library has received for their online programs.

**Friends Update**

Julie Yaun reported that the Friends are not accepting donations at this time. She will be meeting with Brenda McKinley and Andy Forsyth to discuss how to safely take in materials. The Amazon account has been put on vacation mode. October 2<sup>nd</sup> – 6<sup>th</sup> will be the Children's Book Sale. The general sale will be October 9<sup>th</sup> – 13<sup>th</sup>. The Friends will be giving gift certificates to participants of the Adult and Teen

Summer Reading Program. Friends member, John Somma, was nominated by the Friends for an award with the Friend of CT Libraries for all his hard work.

### **Financial & Operational Sustainability**

*Financial: Finance Committee* – Tizzie Mantione reported that the PPP loan and a donation from the Friends will help offset some of the costs incurred to the Library because of Covid 19. She thanked the Friends for their support. Expenses are under budget due to a saving in salaries and some operational costs since the building had been closed. The Town of Ridgefield will proceed with a 2.5% increase for the 2020-2021 Fiscal Year.

*Development Committee* – Laureen Bubniak reported that the Library did not hold the Gala this Fiscal Year, which is the Library's biggest fundraiser. The Development Office has begun reaching out for donations. Laureen will be sending out the End of the Fiscal Year Newsletter. Connie Marsala, Development Associate, has been hard at work on the Annual Appeal. Laureen will be asking Board members to write notes on Annual Appeal packages. Nature's Temptation's is looking to put on a virtual cooking class fundraiser. Woody Hartford intends to schedule a Wild Game dinner. Rob Ellis shared that he is exploring ways to structure the Battle of the Books virtually.

### **Community Engagement**

*Communications Committee* – Alison Greeley announced that the Communications Committee will be meeting next week. The message to the community is that the Library is still operational. Alison mentioned that the following local business have been very supportive of the Library: Books on the Common, Gallo, Young's, and Ridgefield Running Company.

*Technology Committee* – Tom Gerhard reported that the Library was able to use existing software to schedule Lobby Pickup. The staff has been updating content on the website during the time that the building has been closed to the public.

Gary Rapp ended the meeting by reminding people that he was going off the Board but intends to still be involved on some level with the Library. Alison Greeley thanked Gary for his hard work and leadership.

The next board meeting will be on July 27, 2020

Meeting adjourned at 9:17 p.m.

Respectfully submitted,  
Laura Zolotorofe  
Administrative Assistant