

Ridgefield Library Board Meeting
May 18, 2020

Virtual Meeting

Present: Michele Booth, Secretary; Marge Davidson; 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

Absent: Rob Ellis

Call to Order

The meeting was called to order at 7:34 PM by Chair, Gary Rapp.

Approval of Minutes

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

Chair's Announcements

Chair Gary Rapp opened the meeting with a greeting to all members and moved on to the Director's report.

Library Director's Report

Brenda McKinley's report was sent in the Board Packet. The Ridgefield Library building remains closed to the public and staff due to the Covid 19 outbreak. Brenda is awaiting specific guidance from the state regarding libraries. The staff is working on a detailed, phased reopening plan. Andy Forsyth and John Casiello consolidated information from staff into a multipage spreadsheet. Brenda shared that she met with an attorney to explore employment law specific to COVID-19. She has also been in contact with other Fairfield County Libraries with the hope of planning a coordinated reopening effort. The first step would be to bring staff safely back into the building, following state and local guidelines. As soon as Brenda has timeline in place, she will share it with the Board. The online programs continue to be very well received and attended by the public. Brenda announce that a Maureen Sullivan has been appointed the new Interim State Librarian.

Friends Update

Julie Yaun reported that the Friends still intend to present the Library with an additional donation for the next fiscal year to aid with COVID-19 related expenses. Gary Rapp thanked the Friends for all their hard work and generosity.

Financial & Operational Sustainability

Financial: Finance Committee – Tizzie Mantione shared that the application submitted by the Library for the Payroll Protection Program was approved. She thanked Brenda McKinley and Leslie Vuilleumier for their work in gathering all the paperwork necessary to complete the application. The Town of Ridgefield has been meeting to reconfigure the budget. Tizzie shared that because the building is closed revenue from patron fines, copy machines and passport application fees are not being collected. There has been some saving accrued from suspending trash removal, cleaning services as well as decrease in money spent on utilities. We are anticipating the cost of cleaning may increase as additional measures are put in place.

A separate line has been added in the budget for Covid 19 expenses. A Bar Harbor portfolio review has been scheduled for May 28, 2020 at 6 p.m. All Board member are invited and encouraged to attend.

Development Committee – Laureen Bubniak reported that the Development Office is still moving forward with the Gala, now scheduled for November 7th. The Annual Appeal will take place beginning in September. Planning continues for LYL weekend with the possibility of having the Battle of the Books be a virtual event. Laureen is keeping track of people who are attending the online programs.

Operational: Governance Committee: Alison Greeley called for a motion to approve Sandra Gill, Thomas Main, and Art Lederman to the Board of Director's for the Ridgefield Library 2020-2021 term. ***Motion was seconded, voted on, and is subject to approval by First Selectman, Rudy Marconi, per the Town-Library agreement.***

Chair Gary Rapp reported that his second three-year term is expiring June 30th and will therefore be stepping down from the Board and as Board Chair. Gary Rapp called for a motion to approve the following names for the Executive Committee: Alison Greeley, Chair; Rob Ellis, Vice Chair; Tizzie Mantione, Treasurer; and Michele Booth, Secretary. ***Motion was seconded, voted on and approved.***

Community Engagement

Communications Committee – Alison Greeley announced that the Communications Committee has not met since the last Board meeting in April. The message out to the community is that the Library is open virtually and continues to be busy and actively serving the people of Ridgefield. Board members have been making phone calls to the staff to show their support and appreciation for all their hard work. It has been very well received by the staff and Board members are reporting very positive interactions. If any Board member would like to reach out to staff, please contact Alison.

Technology Committee – Tom Gerhard reported that the Technology Committee discussed reopening at their last meeting. Network Administrator, Anthony Cacciola has been working on maintenance and upgrades of the computer systems.

The next board meeting will be on June 22, 2020.

Meeting adjourned at 8:40 p.m.

Respectfully submitted,
Laura Zolotorofe
Administrative Assistant