

FINAL

Ridgefield Library Board Meeting
July 27, 2020

Virtual Meeting

Present: Marge Davidson; Rob Ellis, Vice-Chair; Tom Gerhard; Sandra Gill; Alison Greeley, Chair; Art Leaderman; Bill Magill; Tom Main; Tizzie Mantione, Treasurer; Paul Mellinger; David Smith

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

Absent: Michele Booth, Secretary; Danielle McGrogan; Jeet Sandu; Marc Vigliotti; Carrie Wells

Call to Order

The meeting was called to order at 7:32 pm by Chair, Alison Greeley.

Approval of Minutes

The minutes of the June 22, 2020 Library Board Meeting were approved as written.

Chair's Announcements

Chair Alison Greeley welcomed everyone to the first meeting of the Fiscal Year 2020/2021. Alison noted that the Board does not normally meet in July. This meeting was necessary to update the Board on the next steps in the Library's reopening plans. She thanked everyone for taking the time to attend. The Leir Retreat Center is closed due to the pandemic, so Alison is working with Brenda McKinley on a potential gathering place for the Board. The tentative date is October 26th, but more information will follow.

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 to create a permanent record for the Board files. Brenda thanked Alison for stepping into the role as Chair for the Library Board and shared the next step in the Library's phased reopening plan. A public release went out with detailed information and FAQ's in an e-blast and on social media. Express service will be added beginning August 3rd. The number of people allowed in the building will be one hundred, including staff. Patrons may come into the Library to browse and check out books during a set time. Contactless Lobby Pick Up will continue. The Children's Department will be by appointment only. Equipment usage will be added in the next few weeks. Anthony Cacciola is exploring software that will allow the Adult Services staff the ability to assist people on computers remotely. Traffic flow patterns will be put in place and signage will be posted throughout the building. Plexiglass has been installed at the service desks by Glass Guys of Ridgefield. Beginning Wednesday, July 29th the Library will be accepting returns daily. A full set of bins was purchased for the sorter so that the Library may continue to quarantine materials for 72 hours. Brenda thanked the Friends for their support which makes all these modifications possible. Homebound Delivery and State delivery of interlibrary loan materials has resumed. Brenda shared that the Program Team has been working with community organizations on the Understanding Race initiative. Andy Forsyth is restarted the Next Chapter Book Club. Attendance for this club has increased since the online format allows for more members who may have had transportation issues to participate. Alison Greeley encouraged all Board members to read Brenda's detailed report that is submitted each month. Brenda gave an update on the cat statue that is being sculpted by Meredith Bergmann in memory of Mary

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Rindfleisch. There was a delay because of the pandemic, but the project is moving forward with the official dedication planned for next April.

Friends Update

Julie Yaun reported that the Friends are very excited to start accepting donations on Saturdays from 9am – 1pm beginning August 15th. People will be invited to drop off books at the Main Program Room on the lower level. Items will be dated and quarantined for 72 hours.

Financial & Operational Sustainability

Financial: Finance Committee – Treasurer, Tizzie Mantione welcomed all three new Board members and thanked Alison Greely for taking on her new role. The Finance Committee did not meet prior to the Board meeting this month. The committee will review the Year End Report at the August meeting.

Development Committee – Rob Ellis mentioned that Board members will be asked to write personal letters to donors for the Annual Appeal. They are due to the Development Office September 2nd. The 2019/2020 year closed strong, despite the many events that had to be canceled. It is a testament to the mission of the Library and the hard work done in the Development Office by Laureen Bubniak and Connie Marsala. There is some uncertainty regarding events going forward. LYL weekend is planned for October 2nd and 3rd. The Battle of the Books will be a virtual fundraiser with new contestants. Danny Magic will perform a virtual magic show that weekend. The Library has enjoyed a very successful partnership with Nature's Temptations and the Development team is working with Chef Liz on some creative new ideas. The Gala is scheduled for November 7th, but may need to be postponed until spring.

Operational: Governance Committee – Marge Davidson is the new Chair of the Governance Committee.

Community Engagement

Technology Committee – Tom Gerhard reported that the staff has updated the committee on the new tools they have been using. Anthony Cacciola has been exploring how One Drive and Microsoft Teams can be used together. Brenda McKinley shared that the Library is using a new tool called Lib Guides to enhance existing webpages.

The next Board Meeting will be on August 24th at 7:30 pm.

Meeting adjourned at 8:35 pm.

Respectfully submitted,

Laura Zolotorofe

Administrative Assistant