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Ridgefield Library Board Meeting
August 24, 2020
Virtual Meeting

Present: Michele Booth, Secretary; Marge Davidson; Rob Ellis, Vice-Chair; Tom Gerhard; Sandra Gill; Alison Greeley, Chair; Art Leaderman; Bill Magill; Tom Main; Tizzie Mantione, Daniella McGrogan, Treasurer; Paul Mellinger; 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

Absent: Marc Vigliotti

Call to Order

The meeting was called to order at 7:34 pm by Chair, Alison Greeley.

Approval of Minutes

The minutes of the July 27, 2020 Library Board Meeting were approved as written.

Chair's Announcements

Chair Alison Greeley welcomed and thanked everyone for attending tonight's meeting. She reminded all Board members to please sign and return the Donor Confidentiality and the Conflict of Interest forms to Laura Zolotorofe. Annual Appeal notes for donors are due to Laureen on 9/2. Alison and Brenda McKinley are looking for potential speakers for the October retreat. 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. Express Service at the Library began on August 3rd and has been going very well. Patrons are all wearing masks and using hand sanitizer when they enter the building. Lobby Pick Up has continued, and all appointment slots are full. The next step of the re-opening plan will allow for patrons to use the copier, fax/scanner, and some computers. Two computers will be offered by appointment and one will be available on a drop-in basis. Brenda has reached out to the Ridgefield Public Schools and will be providing them with a list of services that are available for students and teachers. The staff is looking at ways to increase outdoor seating space for the public. The hurricane and subsequent power outages in Ridgefield provided a good opportunity for the Library to help the community. Once the Library's power was restored, a charging station was set up in the Main Program Room and extension cords and chargers were provided for people to use outside. People were asked to wear masks and practice social distancing. Andy Forsyth shared information on programming initiatives. Virtual craft workshops that were held over the summer were very popular. Trivia nights were a family friendly event that took place twice a month. The Votes for Women programs, Understanding Race initiatives, Project Resilience, and Job Seekers workshops are scheduled online for the fall. Program attendance has increased since the Library started offering them online.

Friends Update

Julie Yaun reported that the Friends started accepting donations on Saturdays from 9-1 beginning 8/15. The Friends canceled their October book sale. They are strategizing how to store books, but once they

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reach capacity, they will have to close to donations. Looking forward, they are working toward reopening the Amazon online store. The Friends Annual Meeting in June was canceled. Julie will send out all the information to their members via Constant Contact.

Financial & Operational Sustainability

Financial: Finance Committee – Treasurer, Tizzie Mantione reported that the Finance Committee will be asking UBS and Bar Harbor for another portfolio review in September or October. All Board members are welcome to attend. The budget for the year has been forecasted, recognizing the uncertainty in income lines due to the pandemic.

Development Committee – Laureen Bubniak has been busy getting the Annual Appeal ready and thanked the Board members for writing letters. Rob Ellis noted that the letters for the Annual Appeal are very important and encouraged people to please turn them in on time. LYL weekend will be a 48-hour virtual event. A “Donate Now” button has been added to all newsletters and online programs.

Community Engagement

Technology Committee – Tom Gerhard reported that the Technology Committee did not meet prior to the Board meeting. Technology updates can be found in Brenda’s report.

Community Pulse: Tom Gerhard mentioned that people were disappointed when the Library lost power due to the hurricane because many patrons access the Library Wi-fi from outside the building. Paul Mellinger shared that the public is sometimes surprised by all the programs that the Library has to offer and hopes that some can continue online so that people who normally cannot attend in person are able to participate.

The next Board Meeting will be September 28th at 7:30 pm.

Meeting adjourned at 8:41 pm.

Respectfully submitted,

Laura Zolotorofe

Executive Assistant