

FINAL

Ridgefield Library Board Meeting  
September 21, 2020  
Virtual Meeting

Present: Michele Booth, Secretary; Marge Davidson; Rob Ellis, Vice-Chair; Tom Gerhard; Alison Greeley, Chair; Art Leaderman; Bill Magill; Tom Main; Tizzie Mantione, Treasurer; Paul Mellinger; David Smith; Marc Vigliotti; Carrie Wells

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Director; Laureen Bubniak, Development Director; Laura Zolotorofe, Executive Assistant

Absent: Sandra Gill; Danielle McGrogan; Jeet Sandhu; Julie Yaun

**Call to Order**

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

**Approval of Minutes**

The minutes of the August 24, 2020 Library Board Meeting were approved as written.

**Chair's Announcements**

Chair Alison Greeley thanked the Board for the time members spent writing letters for the Annual Appeal. The Board retreat is scheduled for 10/26. The meeting this year will be virtual and broken into two sections. Alison asked that member to please take time to attend. Jeanine Esposito of Innovation Builders will be the speaker in the morning, topic will be libraries during time of Covid and future trends and for the evening Board meeting, Brenda McKinley and Andy Forsyth will give an update on the Library's Strategic Plan with a shortened Board meeting. The Annual Appeal letters were sent out. Alison noted that the Board would like 100% participation from the members.

**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 continues to go well. The time slots for contactless Lobby Pick up are almost always full. Computers are available for drop in use and by appointment during Express Service hours. The Library has reached out to the Ridgefield Public Schools and sent out an eblast to the community outlining the services that are being offered. Children's Librarian Shay Glass will hold virtual Library visits with the schools. The CT State library now recommends a 6-day quarantine on returned material and the Library is following those guidelines. The Library has set up an online payment system through Evergreen, although fines are not being charged at this time. The League of Women Voters will have a socially distance table set up outside the Library for National Voter Registration Day. Christine Miller is retiring, and the Library will begin looking for her replacement. The Library is also interviewing candidates for a Shelver position.

**Friends Update**

The Friends collected book donations for a total of 5 Saturdays. They have reached capacity and are no longer accepting donations at this time. They are planning a small, socially distanced book sale outside the Library on October 2<sup>nd</sup> and 3<sup>rd</sup>. Some books will be donated to the troops and some will go to prisons. The Friends have postponed their staff breakfast.

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### **Financial & Operational Sustainability**

*Financial: Finance Committee* – Treasurer, Tizzie Mantione reported that the Library has not collected revenue from fines, passports, and copiers and is showing an income loss. The Annual Appeal began earlier this year. The Library is under budget on salaries due to open positions not yet filled. Investments are up compared to when they took a downturn in March. In October there will be a meeting with both investment account managers, Bar Harbor and UBS.

*Development Committee* – Alison Greeley thanked Lauren Bubniak and Connie Marsala for getting the Annual Appeal out early this year. Lauren thanked the Board members for their personalized notes. Rob Ellis noted that the Annual Appeal was sent out 8 -10 weeks earlier than usual and that the Appeal is more important than ever given the limitation and restrictions that will impact fundraising. The November Gala has been postponed to May 22, 2021 with full support of Eileen and Jay Walker. Magic for Muggles will be postponed until the spring.

### **Community Engagement**

*Technology Committee* – Tom Gerhard reported that the Technology Committee has resumed working on reviewing computer policies. Board members may use either their personal email address or the @ridgefieldlibrary.org email address. Members should let Brenda know preference so correct address is used for distribution lists.

*Communication Committee* – Community talking points include the upcoming Battle of the Books, the Votes for Women programs and the Job Search Workshops. The Friends are the Community Sponsor of the Month. They donated additional funds for COVID 19 expenses and because of their generosity, the Library was able to expand outdoor seating with the purchase of the red Adirondack chairs. Fairfield County Bank has agreed to match a portion of the LYL donations.

### **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. Tom also shared that he heard a comment that the Library is doing a great job communicating the positive of what we can do to help people rather than what we cannot do. 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 October 26<sup>th</sup> at 7:30 pm.

Meeting adjourned at 8:38 pm.

Respectfully submitted,

Laura Zolotorofe

Executive Assistant