

FINAL

Ridgefield Library Board Meeting
November 16, 2020
Virtual Meeting

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

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Director; Laureen Bubniak, Development Director; Tom Madden, FORL Vice-President; Laura Zolotorofe, Executive Assistant; Bruce Willett, member of public

Absent: Tom Main

Call to Order

The meeting was called to order at 7:37 pm by Chair, Alison Greeley.

Approval of Minutes

The minutes of the October 26, 2020 Library Board Meeting were approved as written.

Chair's Announcements

Chair Alison Greeley thanked the Board members who participated in the Board Retreat survey. She asked all Board members to please take some time to complete it. Alison acknowledged Mr. Bruce Willett, a member of the Ridgefield community, and gave him the opportunity to address the Library Board of Directors.

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 reported that additional browsing hours were added to the Library beginning Monday, November 16th. The decision to add in limited seating and extend time allowed at public computers was put on hold given the increase in Covid 19 cases locally and in the state. A fourth computer was added for patrons to use. Brenda remains in contact with Town Hall and the Library is following the Connecticut State guidelines for public libraries.

Friends Update

Tom Madden shared that the Friends are sorting through donations received in September. They have begun scanning books using an Amazon app and volunteers are working six days a week to process all donations and move these from the Main Program Room to the Friends Sorting Room.

Community Engagement

Technology Committee – The Technology Committee has updated the Internet Use Policy combining it with the Wireless Use Policy. Tom Gerhard asked Board members to review it. It will be voted on at the December Board meeting.

Communication Committee – Michele Booth reported that the new Social Media Policy has been shared with the Board and asked all members to review it. It will be voted on at the December Board meeting.

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The Communications Committee will meet next week, and Michelle will send out talking point to the Board.

Cultivate Motivated Staff

Brenda McKinley updated the Board on staffing changes. Some open positions are not being filled at this time because of uncertainty due to Covid 19. Amanda Patania joined the shelving team. Christina Barnett is the new Children's Services Assistant. Kari Vento and Darwin Pappas-Fernandes were hired as temporary part time Greeters.

Financial & Operational Sustainability

Financial: Finance Committee – Tizzie Mantione updated the Board on the finances of the current fiscal year noting that the Annual Appeal began earlier this year than normal. The Wild Game dinner has been postponed until next year. Investments are down this month. There is some savings due to unfilled positions. The proposed FY22 draft budget and the FY22 CIP Capital request draft are in the Board folder for the Board to review. In December, the Board will vote on the budget and CIP request to submit to the town. Any questions or comments may be directed towards Tizzie.

Audit Committee: - Carrie Wells called for a motion to approve the 2019-2020 audit as submitted.

Motion was seconded, voted on and approved.

Development Committee – Rob Ellis shared that the Annual Appeal is off to a good start. Books on the Common will host Ridgefield Library Days from November 27 – 29. Fifteen percent of the proceeds will go toward the Ridgefield Library when a customer presents their library card. Lauren Bubniak reported that the RidgeCon team is planning a virtual Escape Room fundraiser. Fairfield County Community Giving Day will take place on February 25th. The Gala was rescheduled to May 22nd. A Virtual Hot Stove event with Gary Cohen is being planned.

Community Pulse:

No comments were shared.

The next Board Meeting will be December 14th, 2020 at 7:30 pm.

Meeting adjourned at 8:50 pm.

Respectfully submitted,

Laura Zolotorofe

Executive Assistant