

FINAL

Ridgefield Library Board Meeting
October 26, 2020
Virtual Meeting

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

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

Absent: Tizzie Mantione

Call to Order

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

Approval of Minutes

The minutes of the September 21, 2020 Library Board Meeting were approved as written.

Chair's Announcements

Chair Alison Greeley gave an overview of the Library's Strategic Plan and the history of the document, noting that Brenda McKinley, Andy Forsyth and Laureen Bubniak would give an update during this meeting. The Board's Annual Retreat was held virtually earlier in the day. There will be time to discuss the retreat at the November Board meeting.

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, Andy and Laureen presented the Board with the Annual Update and highlighted key objectives and action items of the Strategic Plan.

Friends Update

Julie Yaun reported that the Friends held two small, socially distanced book sales on the Library's front wall and raised a total of \$5,000. Sales are postponed for now because there are not enough volunteers to help with setting up and breaking down. The Friends have been busy weeding though donations. They have started scanning books using the Amazon seller app to enable a pre-sorting before storing the books for future sales. Steve Zemo purchased 300 books from the Friends for his new apartment building in town.

Financial & Operational Sustainability

Financial: Finance Committee – Paul Mellinger noted that the Finance Committee did not meet this month. The Finance Committee made a motion to “Appropriate the \$16,406.15 earnings from the Permanently Restricted Funds for use and recognize these earnings within unrestricted in the FY ending June 30, 2020”. **The motion was seconded, voted on and approved.** Members of the Audit Committee met. Carrie Wells reported that the Library audit was conducted 100% remotely this year. Blum Shapiro, the accounting firm, complimented the Library on being very efficient at gathering the necessary documents. The draft financial statements are in the Board folder for review. There will be a vote in November to approve the audit.

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Development Committee – Rob Ellis shared that the LYL weekend was a success. He thanked Fairfield County Bank and donors for the matching gift fund. The Annual Appeal is progressing at a normal pace.

Community Engagement

Technology Committee – Tom Gerhard directed members to read Brenda’s report for information.

Communication Committee – Michele Booth referenced the talking points memo that is available in the Board packet and encouraged all members to read them. The Sponsor of the Month is Books on the Common for their ongoing support of the Library and their recent partnership with the Battle of the Book fundraiser.

Community Pulse:

The Ridgefield Public Schools have announced a number of new families have moved into the community.

The next Board Meeting will be November 16th, 2020 at 7:30 pm.

Meeting adjourned at 8:47 pm.

Respectfully submitted,

Laura Zolotorofe

Executive Assistant