

FINAL

Ridgefield Library Board Meeting
February 22, 2021
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; 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

Absent: Sandra Gill; Danielle McGrogan

Call to Order

The meeting was called to order at 7:36 p.m. by Chair, Alison Greeley.

Approval of Minutes

The minutes of the January 25, 2021 Library Board Meeting were approved as written.

Chair's Announcements

Chair Alison Greeley thanked the members of the Board who attending the February 4, 2021 Board of Selectman meeting. Support was greatly appreciated. Alison thanked those Board members who have completed the Board survey. She would like 100% participation. Alison will share responses at the March meeting. Alison reported that the Strategic Plan Working Group will meet on February 23rd.

Staff Spotlight

Library Director Brenda McKinley introduced Head of Adult Services, Dorothy Pawlowski, who provided a review of the following digital resources: Kanopy, LinkedIn Learning, Creativebug and Overdrive. All these resources can be accessed from home with a Ridgefield Library card.

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. The Library is currently holding steady with their services. Saturday hours will be extended through 5pm beginning March 6th. Book Bundles continue to be a very popular new service. Chair Alison Greeley encouraged all Board members to please read through the Director's Report each month.

Friends Update

Vice-President of the Friends, Tom Madden, reported that the Friends have found an excellent candidate for Treasurer. Ken Ehrlichman is a CPA with over 35 years' experience in financial management. He will serve as Deputy Treasurer during training and will be voted in as Treasurer at their June meeting.

Financial & Operational Sustainability

Development Committee – Laureen Bubniak reported that Fairfield County Community Giving Day will take place on February 25th beginning at 12am and lasting for 24 hours. Connie Marsala has been promoting the event. Scheduled on February 25th is a virtual Planned Giving Panel Discussion. An announcement will go out to local media outlets reminding the public that the Gala will be virtual this year. The Escape Room fundraiser did very well. All 50 sessions sold out.

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Financial: Finance Committee – Treasurer Tizzie Mantione, Chair Alison Greeley and Library Director Brenda McKinley presented the Fiscal Year 2021-2022 Budget to the Board of Selectman on February 4th. Tizzie thanked all who attended the meeting in support of the Library. There has been some savings from the building being closed and from open positions not being filled. Healthcare costs for the upcoming year may be reduced. Any savings would be applied toward the Library's income challenge. The first draft of the 2019 Form 990 tax return is available. A vote to accept the draft will take place at the March meeting. Tizzie requested that all members review it in advance of the next Board meeting.

Operational: Governance Committee – There will be 2 openings on the Board for next year. Michele Booth and Tom Gerhard will cycle off. If you know of any suitable candidates, please contact Marge Davidson, Brenda McKinley, or Alison Greeley. Applications will be accepted in March and the Governance Committee will review them in April.

Community Engagement

Technology Committee – Anthony Cacciola has installed the new server. Andy Forsyth, Anthony and Brenda met with Miranda Creative to discuss the Website 2.0 project.

Cultivate Motivated Staff

Brenda McKinley reported that two new part-time staff members have been hired for Adult Services and will start at the beginning of March. Shay Glass will be leaving at the end of April and a search has begun for his replacement. Full Staff Training Day is planned for February 24th. Topics include: ALA foundational principles for libraries, Equity, Diversity and Inclusion/Cultural Competency Basics, new online resources and databases, safety protocols, a Community Mindfulness Project presentation, and team building activities. Brenda thanked the Board for their support of this important day.

The next Board Meeting will be March 22nd at 7:30 pm.

Meeting adjourned at 8:46 p.m.

Respectfully submitted,

Laura Zolotorofe

Executive Assistant