

FINAL

Ridgefield Library Board Meeting
April 26, 2021
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, 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

Call to Order

The meeting was called to order at 7:33 p.m. by Chair, Alison Greeley.

Approval of Minutes

The minutes of the March 22, 2021 Library Board Meeting were approved with one minor correction.

Chair's Announcements

Chair Alison Greeley reported that the results from the annual Board Survey indicated that members had questions about the Library's Strategic Plan. A presentation on the three strategic plan objectives was made by Brenda McKinley, Andy Forsyth and Laureen Bubniak. Alison thanked them for taking the time to explain it in greater detail. Alison Greeley pointed out that the monthly Director's Report is organized around the structure of the Strategic Plan.

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 updated the Board on the plan in place to increase the Library's services and hours. Communication will be sent out to the public. On May 3rd the Library will extend hours, lift capacity limits, eliminate reservations for the Children's Library, offer limited seating, and lengthen the time patrons may spend to 1-hour visits. Masks will still be required per Town Hall guidelines. The time materials are quarantined will be reduced from 6 to 2 days.

Friends Update

Vice-President of the Friends, Tom Madden, reported that the Friends will hold their annual meeting in June to update members on FORL activity and discuss the new edition of their newsletter. Online book sales are up and running after being suspended for more than a year. Volunteers have processed 271 orders and collected \$5,085. There will be another pop-up book sale on the stone wall in front of the Library on April 30th and May 1st, weather permitting.

Financial & Operational Sustainability

Development Committee – Vice-Chair Rob Ellis presented the Development report. The Development Committee is focused on the May 22nd virtual Gala, honoring Jay and Eileen Walker. He encouraged the Board members to please RSVP if attending. The Library will offer a workshop for ticket holders instructing them on how to make a 1920's headpiece. Auction items include tickets to the Ridgefield Symphony Orchestra, a private tour of the Walker's Library, and two weekly vacation home stays.

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Financial: Finance Committee – Treasurer Tizzie Mantione, thanked the Board for voting on the 990 Tax Return. The Capital Request for the Library was approved by the Town. The request allows for an upgrade in the phone systems and the purchase and installation of rubber treads for the public stairs. Tizzie reported that the saving incurred from the Library building being open less hours continues. As the Library moves towards a full reopening, this trend will most likely decrease. On March 29th, Board members met with UBS advisors for a portfolio review. The Library received a second PPP loan from the federal government. The first loan was forgiven. The second one is not eligible for loan forgiveness until later in the year.

Operational: Governance Committee – There are two open positions on the Library Board. Marge Davidson reported that the Governance Committee will be putting forth one candidate at this time. His name is Brain Egge and he has a strong background in technology. Please direct any feedback to Marge. The vote take place in May. Marge thanked Tizzie Mantione, Tom Main, Alison Greeley, and David Smith for their work on the committee.

Community Engagement

Technology Committee – Brenda McKinley, Andy Forsyth and Network Administrator, Anthony Cacciola met with Miranda Creative for the website 2.0 project.

Communication Committee: Michelle Booth encouraged everyone to read the talking points from the Communication Committee. It explains how the PPP loan is to be used, should any Board member have any questions.

Cultivate Motivated Staff

Brenda McKinley reported that the new Children’s Librarian, Anh Tran Ng, will begin May 10th. Interviews for the Adult Program Coordinator are underway. The Library will be looking to add another Greeter position and adding members to the Shelving Team.

The next Board Meeting will be May 24th at 7:30 pm.

Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Laura Zolotorofe

Executive Assistant