

FINAL

Ridgefield Library Board Meeting
March 22, 2021
Virtual Meeting

Present: Michele Booth, Secretary; Marge Davidson; Rob Ellis, Vice-Chair; Tom Gerhard; Alison Greeley, Chair; Tom Main; Tizzie Mantione, Treasurer; Danielle McGrogan; Paul Mellinger; 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; Kara Sabbagh, member of public

Absent: Sandra Gill; Art Leaderman; Bill Magill; Jeet Sandhu

Call to Order

The meeting was called to order at 7:35 p.m. by Chair, Alison Greeley.

Approval of Minutes

The minutes of the February 22, 2021 Library Board Meeting were approved as written.

Chair's Announcements

Chair Alison Greeley thanked members for taking the time to complete the Board survey. Overall, the responses were positive. The survey had some specific recommendations for the Strategic Plan and those will be shared with that working group. The Board went into Executive Session to discuss the results, which included personnel and operations discussion. No Action was taken as a result of Executive Session discussion.

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 sent out communication to the public after the Governor's March 19th Covid 19 update. The current situation at the Library has not changed but the Library is actively planning for a time when in person services and hours will be added. Staff have reported that some patrons are returning to the building for the first time since March of 2020. There has not been an uptick in the daily numbers and Saturdays continues to be the busiest day, the addition of hours on Saturday has helped alleviate this.

Friends Update

Vice-President of the Friends, Tom Madden, reported that Julie Yuan recorded an introduction to be played at Friends-sponsored programming which highlights programs the Friends sponsor and other ways they support the Library. The Friends received a large donation of CDs from the Library and will sell them at their next sale. The Friends edited an ad for the Gala program and sent it to the Development Office.

Financial & Operational Sustainability

Development Committee – The Development Office is slightly behind in fundraising from last year. The Escape Room event sold out. The Wild Game Dinner and Fairfield County Giving were very successful. The panel discussion on Retirement, Estate Planning and Legacy Giving had 45 attendees. The Development Committee plans on having this as a yearly event. The *Save The Date* cards for the Gala

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were sent out and the event is being promoted on social media. Formal invitations will be mailed at the end of March. Laureen Bubniak shared details of the Gala with members of the Board. If any Board members wish to have people receive an invitation, please send a list to Laureen. Alison Greeley thanked the committee for their hard work in planning this event.

Financial: Finance Committee – Treasurer Tizzie Mantione, thanked the Development Committee for all their effort, time, and commitment to fundraising on behalf of the Library. On Monday, March 29th there will be a Zoom meeting with UBS advisors. Tizzie requested that all Finance Committee members attend, and the invitation will be extended to all Board members. The Library is investigating if it is eligible for another PPP loan. The Board was not asked to vote on the 990 Tax Return during this meeting, as there was not a quorum at the Finance Committee meeting to vote on this. Voting by email will be done in compliance with the Board By-Laws. The FY22 Budget process continues. The Library's FY22 request was reduced from 2.5 % to 2 % in anticipation of lower health care costs.

Operational: Governance Committee – Marge Davidson reported that some inquiries have come in for the Board openings. If any member knows someone who may be interested in serving, please encourage them to come forward. Interviews will take place in April and the committee will present a list to the Board at the May meeting. Alison Greeley requested that people think about the committees they are currently on. Brenda will reach out to Board member about FY22 Committee assignments.

Community Engagement

Technology Committee – Carrie Wells and Tom Gerhard praised Anthony Cacciola for doing an excellent job setting up the new servers.

Communication Committee – The Communication Committee could use support from addition members. Michele Booth highlighted the Homebound Delivery service offered by the Library. Patrons are very grateful for this service. The Library has been providing opportunities to learn more about race through their Understanding Race initiative. The Library, with the League of Women Voters, will present a virtual Meet Your Legislator event on Saturday, March 27th. In April, the League will highlight the Library as part of their “Get to Know Your Town” series. The Sponsor of the Month is the Ridgefield Thrift Shop. They provided the Library with a generous grant and are supportive of many local organizations. Please review the advocacy stories that are included in the Board packet.

Cultivate Motivated Staff

Brenda McKinley reported that Shannon Hitchcock and Kelly-Ann Gardella have joined the Adult Services staff. A new Children's Librarian has been hired and will begin May 10th. The Library is seeking an Adult Program Coordinator. The Full Staff Training Day on February 25th went well. Brenda thanked the Board for their support.

The next Board Meeting will be April 26th at 7:30 pm.

Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Laura Zolotorofe

Executive Assistant