

Ridgefield Library Board Meeting  
June 28, 2021

Virtual Meeting

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

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Director; Lauren Bubniak, Development Director; Tom Madden, VP, Friends of the Ridgefield Library; Julie Yaun, President, Friends of the Ridgefield Library.

Absent: Michele Booth, Secretary; Tom Main; Jeet Sandhu

**Call to Order**

The meeting was called to order at 7:36 PM by Chair Alison Greeley. She noted that board meetings will resume in person at the Library starting in July, if conditions allow.

**Executive Session**

Chair Alison Greeley commenced Executive Session at 7:37 PM. The Board returned from Executive Session at 8:11 PM. A motion was made and seconded to approve the Library Director compensation package as discussed in Executive Session. Motion approved unanimously.

**Approval of Minutes**

The minutes of the May 24, 2021, Library Board meeting were approved as submitted.

**Chair's Announcements**

Chair Alison Greeley welcomed new board member Brian Egge, who will serve as the chair of the Technology Committee. Alison noted that the revised Strategic Framework has been submitted to the Board for its review and approval at the next meeting. She thanked the members of the Strategic Framework Working Group for their work developing the updated framework.

A motion was made and seconded to amend the meeting agenda to add action on the appointment of Carrie Wells to the Executive Committee. Motion approved unanimously.

**Director's Report**

Library Director Brenda McKinley's report was sent in the Board Packet. She presented the following highlights from her report: the Library resumed normal operational hours on June 1<sup>st</sup> and is following state and local guidance on mask usage; plexiglass at public service desks will stay in place for the time being; masks continue to be required for patrons in the Lodewick Children's Library. Brenda noted that the Library is using outdoor spaces for some programming, including weekly story times and Make Music Day on June 21<sup>st</sup>.

Marc Vigliotti asked what percentage of patrons are masked vs. unmasked. Brenda responded that it is currently about 60% masked vs. 40% unmasked. Discussion. Brenda noted that use of the Library's meeting rooms by outside groups will happen later in the reopening process.

**Friends Update**

Chair Alison Greeley welcomed both Julie Yaun and Tom Madden from the Friends of the Ridgefield Library, and thanked Julie Yaun for her many years of dedicated service and leadership as president of the Friends. Tom Madden's term as president will start in July. Tom reported that the Friends' one-day book sale in May brought in \$1900; Friends volunteers are now back in the sorting room; internet sales have slowed a bit; pop-up outdoor sales are planned for the rest of the summer, with the big indoor book sale scheduled for September. Art Leaderman asked if volunteers were needed, and Tom said the Friends currently have plenty of help.

### **Financial & Operational Sustainability**

*Development Committee* – Development Director Laureen Bubniak expressed her well wishes and thanks to departing board members Tom Gerhard and Michele Booth, and welcomed Brian Egge and Tom Madden. Laureen reported that the Library's fundraising was ahead of last year, including an exceptional amount raised from the Great Expectations Virtual Gala on May 22<sup>nd</sup>. The Gala generated very positive feedback, and Laureen thanked the Walkers for being strong partners in the success of the event. Laureen reported that she is starting to work on the Annual Appeal, which will go out in September; she has put together a calendar of upcoming activities and events; work has started on a planned giving e-newsletter; and one more solicitation will be sent before the end of the fiscal year. Tizzie Mantione asked a question about how best to reach the many new families moving into Ridgefield. Discussion. Chair Alison Greeley thanked Laureen and Development Associate Connie Marsala for their outstanding work this year.

*Financial: Finance Committee* – Treasurer Tizzie Mantione thanked Laureen and Connie for their great work on the Gala, welcomed Brian Egge to the board, and thanked Tom Gerhard for all of his efforts as a member of the Finance Committee. Tizzie reported that the Gala income has put the budget into a strong positive position, and there is no need to draw from investments; additional savings from the building being closed during the pandemic is unlikely; no changes in either portfolio; UBS will provide a portfolio review in September; and the Finance Committee voted to add a Roth feature to the Library's 401K plan. Chair Greeley thanked the Finance Committee for their work.

*Operational: Governance Committee* – Committee Chair Marge Davidson welcomed Brian Egge to the board, and made a motion to appoint board member Carrie Wells to the Executive Committee. Motion seconded and approved unanimously.

*Technology* -- Committee Chair Tom Gerhard said that committee updates and recommendations are covered in the Director's Report. Chair Alison Greeley thanked Tom for his years of service leading the Technology Committee.

*Communications* – Marge Davidson reviewed the Committee's report, which was sent in the Board Packet. David Smith will be the new Committee Chair, and Michele Booth will remain as a non-Board member of the committee.

### **Cultivate Motivated Staff**

Director McKinley noted the following staff changes: new Adult Program Coordinator Lucy Handley started on June 15<sup>th</sup>; Children's Services Assistant Jenna Dubin is leaving to join the staff of the New Fairfield Free Public Library as a Children's Librarian, and Greeter Kari Vento will become our new CS Assistant; the open Shelver position will be filled very soon.

Chair Alison Greeley again expressed her gratitude to Tom Gerhard, Michele Booth and Julie Yaun. She asked the Board to submit ideas for next year by June 30th. Motion made and seconded to adjourn the meeting. Motion approved unanimously.

The next board meeting will be on Monday, July 26th.

Meeting adjourned at 9:04 PM.

Respectfully submitted,  
Andy Forsyth  
Assistant Library Director