

Ridgefield Library Board Meeting
April 25, 2022

Hybrid Meeting

Present: Marge Davidson; Brian Egge; Rob Ellis, Vice Chair; Alison Greeley, Chair; Art Leaderman; Tom Main; Tizzie Mantione, Treasurer; Paul Mellinger; David Smith; Carrie Wells, Secretary

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

Absent: Sandra Gill; Bill Magill; Danielle McGrogan; Jeet Sandhu; Marc Vigliotti.

Call to Order

The meeting was called to order at 7:34 pm by Chair Alison Greeley.

Approval of Minutes

The minutes of the March 28, 2022, Library Board meeting were approved as submitted.

Chair's Announcements

Chair Alison Greeley thanked those who had completed the Annual Survey. The Executive Committee will review and discuss the results. Please reach out to Alison if you have not yet completed the survey.

Governance Committee

Committee Chair Marge Davidson requested that the Board go into Executive Session to discuss Board vacancies. Motion made, seconded and approved to allow Library staff and FORL President Tom Madden to stay for Executive Session. Motion made, seconded and approved to go into Executive Session at 7:37pm. Motion made, seconded and approved to return from Executive Session at 7:54pm.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. There are no changes with regards to Covid 19 protocol. Andy and Brenda will staff a Library table in Ballard Park at the May 8th Run Like a Mother 5K. RLAM supports the Library's *Noreen L. Papa: Mothers Live Your Life Fund*.

Friends Update

Friends President Tom Madden reported that plans are well in hand for the big book sales in May. The Friends are in the process of updating their Bylaws. The monthly Secret Stacks Books Sales are quite popular.

Financial & Operational Sustainability

Technology- Brian Egge reported on implementation of KnowBe4 cybersecurity training for the staff; USB-C hubs purchased with ARPA Grant funds; upcoming purchase and installation of new digital display monitors supported by FORL funds; receipt of CEN Grant funds; discussion of laptop borrowing; and review of the *Privacy & Confidentiality of Patron Records Policy*. Discussion.

Communications – The Committee report was submitted to OneDrive. Marge Davidson reviewed the report, then opened a discussion about challenges to Library materials. Alison Greeley reminded Board members to refer questions and concerns to Library Director Brenda McKinley. Discussion,

Development Committee – Development Director Laureen Bubniak reported that Annual Appeal fundraising is quite strong; Development Assistant Kaki Taylor started on April 22nd and will continue onboarding and training; Gala planning is proceeding apace, with strong ticket sales; Gala expenses are higher due to overall economic conditions; Freewill is being promoted and is generating a good response. Laureen announced that she will be retiring effective July 8th; Alison conveyed the Board’s thanks and best wishes. Discussion.

Financial: Finance Committee – Treasurer Tizzie Mantione informed the Board that it is unlikely that an investment draw will be necessary this year. The search for new investment advisors is underway, and the process should be completed by the end of May. Paul Mellinger noted that the portfolio overview will be posted to OneDrive for review.

Cultivate Motivated Staff

Brenda McKinley reported that the CS Program Coordinator position has been filled. The CS Librarian position will be open in mid-May and a search to fill the position has started. Circulation Assistant Cara McKenzie has been accepted to the MLS program at Queens College; Circulation Assistant Alex Yeranossian has received two scholarships as she finishes her MLIS degree at Syracuse University, from the CLA and FLAG; Head of Children’s Services Kristina Lareau will receive the CLA Intellectual Freedom Award at the Annual Conference in early May. Brenda expressed thanks and pride in our staff, who continue to build our strong reputation among Connecticut libraries,

The next Board meeting is scheduled for Monday, May 23rd. Motion made, seconded and approved to adjourn. Meeting adjourned at 8:53pm.

Respectfully submitted,
Andy Forsyth
Assistant Library Director