

Ridgefield Library Board Meeting  
December 13, 2021

Hybrid Meeting

Present: Brian Egge; Rob Ellis, Vice Chair; Alison Greeley, Chair; Art Leaderman; Bill Magill; Tom Main; Tizzie Mantione, Treasurer; Danielle McGrogan; Paul Mellinger; David Smith; Marc Vigliotti; Carrie Wells, Secretary

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Director; Lauren Bubniak, Development Director; Laura Zolotorofe, Executive Assistant

Absent: Marge Davidson; Sandra Gill; Jeet Sandhu; Tom Madden, President of the Friends of the Ridgefield Library

**Call to Order**

The meeting was called to order at 7:36 pm by Chair Alison Greeley.

**Approval of Minutes**

The minutes of the November 15, 2021, Library Board meeting were approved as submitted.

**Chair's Announcements**

Chair Alison Greeley expressed gratitude to the Board members for lending their talent and time to the Library and wished everyone a Happy Holidays.

**Director's Report**

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda updated the Board on Covid 19 developments. The Town of Ridgefield now strongly recommends indoor masking. Signage was changed throughout the building to reflect this change. New study tables have been purchased for the Morris Building and the area outside of the mystery section on the upper level using funds from the ARPA Grant. These spaces will be dedicated quiet work areas. The Board was asked to review the Library Board meeting dates for the 2022 year. Discussion followed. The November 2022 date was edited. Brenda called for motion to adopt the Library Board meeting calendar. **Motion was made, seconded, and unanimously passed.** Further discussion commenced regarding the December 2022 date. Brian Egge called for a motion to amend the approved motion, changing the December 2022 date. **A new motion was made, seconded, and unanimously approved.**

**Friends Update**

No Friends report was given.

**Financial & Operational Sustainability**

*Development Committee* – Development Director Lauren Bubniak reported that Development is behind from last year. This could be attributed to the Annual Appeal being sent out later this year and because some events did not take place. Development is seeing an increase in new donors as well as an increase in the amount given. The Development Office will send out emails as the end of the calendar year approaches. The Wild Game Dinner brought in just under \$10,000. The Battle of the Books profits were split amongst the other non-profits that partnered with the Library. Lauren expressed thanks to Books on the Commons. Library Days over Thanksgiving weekend brought in \$1,200. The Development Office is working with Freewill.com to develop a legacy tool for future use. Lauren and Connie Marsala are planning a Hot Stove event with Gary Cohen at the Ridgefield Playhouse. The Library is looking for sponsors for that event. The Gala is scheduled for June 4, 2022. The co-chairs met with Rudy and Peggy Marconi to discuss ideas.

*Financial: Finance Committee* – Treasurer Tizzie Mantione provided the Board with an update on the financial status of the Library. Alison, Tizzie and Brenda met with Town Controller Kevin Redmond to discuss the Library’s proposed FY 2022-2023 budget. The Library is asking for a 2.5% increase from the Town. The Library is challenging the Development team to increase their fundraising by 2.5% as well. In looking at the budget, the income brought in from collecting fines has decreased from last year and is projected to continue at a downward trend. Income from passport revenue has increased. A 5% investment withdrawal had been budgeted to assist with the income challenge. Tizzie Mantione called for a motion to pass the draft budget for FY 2022/2023 which will be presented to the town. **Motion was made, seconded, and unanimously passed.** The Board review the Capital Budget that contains technology and building maintenance items. Discussion followed. Tizzie Mantione called for a motion to pass the capital request for FY 2022/2023 which will be presented to the town. **Motion was made, seconded, and unanimously passed.**

*Technology-* Brian Egge provided a Technology Committee update to the Board. The new phone system has gone live. Phone extensions have changed. A Technology Recycling event is planned for January 15<sup>th</sup>.

*Communications* – David Smith shared an example of patron gratitude. A mother commented on how the Next Chapter Book Club has had a positive impact on her child. Some program highlights include: 12/7 Toni McKeon’s lecture on Rockefeller Center; 12/12 Folk Concert; 12/17 Don’t Be a Grinch Family Storytime; 12/31 Noon Year’s Eve Party. The Sponsor of the Month is the Ridgefield Playhouse for their support with the Hot Stove event. The Volunteer of the Month is the National Charity League. Two members of NCL assisted at the Walker Cocktail Party.

#### **Cultivate Motivated Staff**

The Library began training Jean Macaluso, the new Financial Services Accounting Consultant. Anne Kain has transitioned to her new role as part-time Communications Assistant. The Circulation Assistant opening has been filled by Cara Mackenzie. Diane Antezzo is switching to a 20-hour position. The Children’s Department is looking for a Children’s Programmer to replace Diane.

The next Board meeting is scheduled for Monday, January 24th. The meeting adjourned at 8:38 pm.

Respectfully submitted,  
Laura Zolotorofe  
Executive Assistant