

Ridgefield Library Board Meeting
February 28, 2022

Hybrid Meeting

Present: Marge Davidson; Brian Egge; Rob Ellis, Vice Chair; Sandra Gill; Art Leaderman; Bill Magill; Tom Main; Tizzie Mantione, Treasurer; Danielle McGrogan; Paul Mellinger; Jeet Sandhu; David Smith; Marc Vigliotti; 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; Lucy Handley, Adult Programming Coordinator; Laura Zolotorofe, Executive Assistant

Absent: Alison Greeley, Chair; Bill Magill; Tom Main

Call to Order

The meeting was called to order at 7:36 pm by Brenda McKinley.

Approval of Minutes

The minutes of the January 24th, Library Board meeting were approved as submitted.

Chair's Announcements

The Board Assessment Survey will be emailed to the Board.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda provided the Board with a Covid-19 update. Beginning February 28th, the Library will be mask optional for patrons in all areas of the Library, including the Children's Department. This follows the Town of Ridgefield and Ridgefield Public Schools decision to lift mask mandates. Masks will still be available, and plexiglass will remain up at the service desks. The Library will review and update signage, FAQ's and the website. Contactless pickup, book bundles, homebound delivery and remote support will continue. Programs will be offered in a variety of ways including in person, virtual and hybrid.

Staff Spotlight

The Staff Spotlight this month was given by Lucy Handley, the Adult Programming Coordinator. Lucy began in June of 2021. Lucy shared her background with the Board. Previously, she was the Adult Program Coordinator in Newtown, CT. Lucy highlighted some upcoming programs, discussed the Adult Summer Reading Program and shared how she collaborates with the Assistant Programming Coordinator, Laurie-McGavin Bachman on ARTalks. She is grateful for the support from the Friends of the Ridgefield Library who provide funding for many of the programs.

Friends Update

Friends President Tom Madden reported that the monthly in-house book sales are going well. There are about 4,000 books on display at each one and the Friends have been making an average of \$1,000 per sale. They just received a large donation of CD's.

Financial & Operational Sustainability

Development Committee – Development Director Lauren Bubniak reported that Development is doing well with the Annual Appeal. The Hot Stove Event brought in \$19,000. Fairfield County Giving Day brought in \$6,300, which is down from last year. The Development Team is working on the Gala. Lauren is looking for sponsors. If anyone

knows of someone who would like a sponsorship, there is still time. The Library is in the process of looking to hire a new Development Assistant.

Financial: Finance Committee – Treasurer Tizzie Mantione asked Board members to review the IRS Form 990 Draft. The Board will vote on it at the March Board meeting. The Library presented the budget to the Board of Selectman on 2/1. Tizzie thanked the Board for their assistance with the budget process. She reported a drop in income from fines collected. Passport revenue has increased. There are some savings from unfulfilled staff positions. General building maintenance is over budget. The investment portfolio is down because of market trends. A semi-annual review is scheduled with UBS for 3/9/22.

Technology- Brian Egge provided the Board with a Technology update. A new security camera was installed at the Prospect Street entrance. The Library now has only one Frontier telephone line that is a dedicated emergency call button for the elevator. The Library contracted with KnowBe4 to provide ongoing cyber security training for staff. Secretary Carrie Wells has been organizing One Drive files and provided the Board with an update on ways to use this platform. Brenda McKinley provided helpful tips for how to locate items within One Drive.

Communications – David Smith reviewed some talking points with the Board. Marge Davidson highlighted the following programs: 2/6 ARTalk screening of the film “A Choice of Weapons: Inspired by Gordon Parks”; 2/13 The Underground Railroad Station in Ridgefield with Jack Sanders; 3/3 Book Talk with Will Haskell; 3/13 Fun with French language class; 3/17 Song Circle. Lamppost banners celebrating National Library Week will be hung around town. The Sponsors of the Month are businesses supporting the Gala. They include Adam Broderick, Carroll Construction, Eddie’s Pizza, Kane Funeral Home. The Volunteer of the Month is Cole H. for his help with maintaining the Library’s newspaper clippings.

Cultivate Motivated Staff

The Library is still searching for a Development Assistant and a Children’s Programming Coordinator. Staff Training Day is scheduled for Friday, March 11th. The Library will be closed that day. The keynote speaker will be former American Library Association President and Library Consultant Maureen Sullivan. Other events planned for the day include a building evacuation, an introduction to KnowBe4, mental health training, a workshop on microaggressions and a team building activity. Brenda McKinley thanked the Board for their support of this day.

The next Board meeting is scheduled for Monday, March 28th. The meeting adjourned at 8:33 pm.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant