

Ridgefield Library Board Meeting
July 26, 2021

Hybrid Meeting

Present: Brian Egge; Alison Greeley, Chair; Art Leaderman; Bill Magill; Tom Main; Tizzie Mantione, Treasurer; Paul Mellinger; Jeet Sandhu; David Smith; Carrie Wells, Secretary

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

Absent: Marge Davidson; Rob Ellis, Vice-Chair; Sandra Gill; Danielle McGrogan; Marc Vigliotti

Call to Order

The meeting was called to order at 7:40 PM by Chair Alison Greeley.

Approval of Minutes

The minutes of the June 28, 2021 Library Board meeting were approved as submitted.

Chair's Announcements

This was the first in person Board meeting since February, 2020. Chair Alison Greeley noted how nice it was to see members of the Board in person. She thanked members for staying committed and focused during the virtual meetings and appreciates everyone lending their time and talent to the Library. The revised Strategic Framework was distributed last month. Some meaningful, but minor changes were made. **Alison Greeley called for a motion to adopt the Strategic Framework as revised. Motion was seconded and unanimously passed.** Alison shared feedback she received from members about potential future projects. Discussion followed.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. She presented the following highlights from her report: Summer Reading participation numbers are very high, and the StoryWalk® was well received by the community; Study Rooms opened June 1st; Laura Zolotorofe has been trained as a Passport Acceptance Agent; RidgeCon Lite has activities planned for August that include a Touch a Cruiser with the Ridgefield Police Department and a musical performance on 8/21. Brenda is offering tours of the Library for Board members. The Library is updating the Appropriate Use Policy to include language on controlled substances and patron privacy.

Friends Update

Tom Madden reported that the Friends have an outdoor book sale planned for 8/6 and 8/7. They have done \$3,982 in internet sales. They are holding a membership drive and have some open positions on their board.

Financial & Operational Sustainability

Development Committee – Development Director Lauren Bubniak shared information on the Library's fundraising efforts for Fiscal Year 2020-2021. The Library exceeded it's goal thanks to a very successful Gala, LYL weekend, the Wild Game Dinner appeal and Fairfield County Giving Day. Donations through the Annual Appeal were under budget. Marc Vigilotti worked with Lauren on a Retirement and Estate Planning newsletter. The Annual Report is almost complete. Lauren is requesting that members again write personal notes to donors. Notes are due by September 1st. Lauren updated the Board on future fundraising projects.

Financial: Finance Committee – Treasurer Tizzie Mantione will present the financial report at the next meeting since information is still be gathered for FY 2020-2021. UBS and Bar Harbor have performed in line with the past year. A

meeting with the UBS advisors will take place in the fall. The Finance Committee met with Elizabeth Clearly who is the financial advisor of the Library's 401K retirement plan. A Roth IRA feature has been added. The plan was taken over from Mass Mutual by Empower. Bar Harbor Trust has transitioned to Bar Harbor Wealth Management.

Operational: Governance Committee – The Governance Committee will review the Library By Laws.

Technology- Brian Egge provided an update to the Board. Anthony Cacciola has been working on the Tech Soup Grant. He has selected the new phone system. Kathy Pickle and Barrett Jones will be starting a new podcast. Kathy Pickle is interested in having the Board tour the Tech Center. Brian plans to explore security upgrades for technology. Andy Forsyth is working on website content creation through LibGuides and Wordpress.

Communications – David Smith shared an impact story from a patron grateful for the addition of Kanopy to the Library's online resources. Recent in person programs include a Town Hall with Jim Himes and the Summer Reading program with a town wide StoryWalk®. Art exhibits will return to the Gallery on the lower level in August. The Sponsor of the Month is The Ridgefield Symphony Orchestra. They donated 4 season tickets that were auctioned off at the Gala.

Cultivate Motivated Staff

Director Brenda McKinley noted that several Ridgefield Librarians are leaders across the state, hosting roundtables and outreach programs. The two temporary Greeters have transitioned into permanent positions. Kari Vento is the new Children's Services Assistant and Sarah Toich was hired as a Shelver.

The next board meeting will tentatively be on August 23rd at 7:30 pm. The meeting adjourned at 9:01 pm.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant