

Ridgefield Library Board Meeting  
March 28, 2022

Hybrid Meeting

Present: Marge Davidson; 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; Tom Madden, President of the Friends of the Ridgefield Library; John Casiello, Collections Management Department Head; Laura Zolotorofe, Executive Assistant

Absent: Laureen Bubniak, Development Director; Sandra Gill; Jeet Sandhu

**Call to Order**

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

**Approval of Minutes**

The minutes of the February 28th, Library Board meeting were approved as submitted.

**Chair's Announcements**

Chair Alison Greeley thanked the Board members who completed the annual Board Assessment Survey. Alison shared some initial feedback and asked all members to participate in the survey.

**Director's Report**

Library Director Brenda McKinley's report was sent in the Board Packet. There has been no Covid 19 protocol changes since the last meeting. Brenda reported that the number of patrons attending Children's programs has been increasing. The Library has been busy with many outreach projects with other local organizations.

**Staff Spotlight**

The Staff Spotlight this month was given by John Casiello, Collection Management Department Head. John has been employed by the Library for over 27 years and has worked in a number of departments. Collections Management was a new department developed just over two years ago. The management of the Adult and Children's Collections were combined under one main umbrella. John's department consists of two assistants and Library shelvers. His team works to ensure the labeling of the collection is consistent in all areas and easily identified by patrons. John explained the process of how new materials are ordered and items that are no longer being circulated are "weeded" out, including how all of this is governed by the Collection Development Policy. When disposing of materials, the Circulation Department looks for creative ways that includes donating them to the Friends of the Ridgefield Library and other organizations. John is also involved in the Escape Room fundraiser, Trivia Night, and is a member of the RidgeCon team.

**Friends Update**

Friends President Tom Madden reported that the last Secret Stacks book sale closed early because of snow. The Friends brought in \$450 in 3 hours. The next pop-up sale will be on April 9<sup>th</sup>. A large sale will take place in May. The Friends are updating their bylaws and conducting a membership drive. Tom asked that all Board members consider joining the Friends.

### **Community Engagement**

*Technology Committee* - Brian Egge provided the Board with a Technology update. KnowBe4 cyber security training is fully in place for the staff. The Library has switched to the new VOiP phone system and cellular lines for security system. Only the elevator line remains with Frontier. The Technology Committee is exploring the idea of purchasing laptops that can be checked out to patrons. New digital displays will be purchased. Andy Forsyth is working on a website refresh. The Privacy Policy is being reviewed and may have some changes.

*Communications* – David Smith reviewed some talking points with the Board. The wife of a Board member and her book club members enjoyed learning how to access audiobooks and eBooks through the Overdrive and Hoopla services. A toddler program in March featured an opera-trained singer and a violinist. An online lecture, *Reconstructing the Battle of Ridgefield*, will take place on 3/29. Needle Felting for Adults will be on 4/14. There is also a talk with Devi Lockwood, author of *1000 Voices of Change*, on 4/21. The Sponsor of the Month is Ridgefield's Hamlet Hub and 068 Magazine for their sponsorships of the Gala. The Library's Volunteer of the Month is the Teen Advisory Group (TAG). They assisted with the popular Stuffed Animal Sleepover program.

### **Financial & Operational Sustainability**

*Development Committee* – Development is busy working on the Gala. The Annual Appeal is ahead of last year's. The first round of interviews for the Development Assistant position have been completed. The second round of interviews are being scheduled.

*Financial: Finance Committee* – Treasurer Tizzie Mantione reported that the Library is still seeing some savings in operations. Revenue from passports is up, while copy machine and fine income is trending down. There is some savings from full and part time positions that have not yet been filled. Maintenance expenses continue to climb. The Library's investment portfolios are down in conjunction with market trends. The Library will be looking for a new USB team of advisors. **Tizzie Mantione called for a motion to approve Form 990 2020 Tax Year Draft. Motion was seconded by Paul Mellinger and unanimously passed.**

*Operational: Governance Committee* – Marge Davidson and the Governance Committee are actively looking for new Board members. Information has been shared via the email, the Library website, and the local press. Brenda McKinley reported a dozen email inquiries and is waiting for completed applications. The Board is looking to fill at least 3 positions. Alison Greeley shared that the Committee is reviewing the Library Board By-Laws.

### **Cultivate Motivated Staff**

The Library is still searching for a Development Assistant and a Children's Programming Coordinator. A successful Full Staff Training Day took place on March 11<sup>th</sup>. Brenda McKinley thanked Alison Greeley and Carrie Wells for coming to speak with the staff and the Board in general for their support of the day. Special thanks to Kristina Lareau and John Casiello for planning a team building Bingo game and to Andy Forsyth and Laura Zolotorofe for help with organizing the logistics for the day. Andy Forsyth is doing a post-training survey to gather staff feedback.

The next Board meeting is scheduled for Monday, April 25th. The meeting adjourned at 8:55 pm.

Respectfully submitted,  
Laura Zolotorofe  
Executive Assistant