

Ridgefield Library Board Meeting
November 15, 2021

Hybrid Meeting

Present: Marge Davidson; Brian Egge; Rob Ellis, Vice Chair; Sandra Gill; Alison Greeley, Chair; Art Leaderman; Bill Magill; 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, Friends of the Ridgefield Library; Laura Zolotorofe, Executive Assistant

Absent: Danielle McGrogan; Jeet Sandhu; Marc Vigliotti

Call to Order

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

Approval of Minutes

The minutes of the October 25, 2021, Library Board meeting were approved as submitted.

Chair's Announcements

Chair Alison Greeley thanked members of the Board for taking time in October to attend the Board retreat. Alison emphasized the importance of engaging as Board members with the Library, either by visiting or attending programs.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda reported that the Library's COVID response is holding steady with no changes. She thanked the members who attended the ribbon cutting for the Miller Terrace. Brenda is working with Andy on the next steps of the Strategic Plan implementation. Alison Greeley called for a motion to adopt the new Steam Corner Policy. **Motion was made, seconded, and unanimously approved.**

Staff Spotlight

Anh Tran Ng shared her role as Children's Services Librarian. Anh relocated from San Francisco, California and joined the Library in June of 2021. She shared her background and updated the Board on projects she has been working on during the past 6 months. These include overhauling the non-fiction collection, mascot election, preparing take and make crafts, and leading story times.

Friends Update

Tom Madden updated the Board on the new pop-up book sales that will be offered once a month in the Friends Sorting Room. In November, they had 99 people come to their sale and sold 310 books. The next one is scheduled for December 4th.

Financial & Operational Sustainability

Development Committee – Development Director Lauren Bubniak updated the Board on the plans for the Walker cocktail party scheduled for November 21st. The Gala Committee held their initial planning meeting with Rudy and Peggy Marconi. The Gala co-chairs for the event are Sandra and Tony Gill, and Michele and Chris Booth. Library Days at Books on the Common will take place November 26th through November 28th. Lauren would like volunteers to stand outside Books on the Common for 1-hour shifts.

Financial: Finance Committee – Treasurer Tizzie Mantione provided the Board with an update on the financial status of the Library. Income is positive. There is also some saving on salaries that may taper off as positions are filled. The FY23 Budget draft was discussed. There has been a 50 % reduction in projected fine income to be inline with expected income. Building maintenance was over budget last year and this expense line has been increased in the draft. The draft currently shows an income challenge of \$47,000. Discussion followed. Alison, Tizzie and Brenda will be meeting with Town Controller Kevin Redmond to seek guidance on a number of budgetary lines. The Capital Improvement Requests were reviewed and discussed.

Audit Committee: Secretary and Audit Committee Chair Carrie Wells called for a motion to approve the Audit Committee's report. **Motion was made, seconded, and unanimously approved.**

Technology- Brian Egge provided a Technology Committee update to the Board. Anthony Cacciola is seeking quotes for network switches and firewall replacement which will be included in the FY23 CIP submission. Quotes have been obtained for adding additional security cameras to the area of the building that faces Prospect Street. New digital signage is also an identified need. Discussion followed. Carrie Wells has been organizing the files on One Drive.

Communications – David Smith noted that talking points for the Board are on One Drive. Meg Klein and the TAG group organized and distributed children's books for the Halloween Walk. Chair Yoga has resumed in person at the Library. Kathy Pickle has in person technology classes scheduled. The Sponsors of the Month are Books on the Common and Gallo. Volunteer of the Month is the TAG group.

Cultivate Motivated Staff

Rita Covelli began on November 9th as the Adult Services Department Head. Anne Kain will transition from Circulation to the new Communication Assistant. Brenda McKinley will begin interviewing for a new Financial Consultant.

The next board meeting is scheduled for Monday, December 13th. The meeting adjourned at 8:52 pm.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant