

Ridgefield Library Board Meeting  
October 25, 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; 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

Absent: Jeet Sandhu

**Call to Order**

The meeting was called to order at 7:25 pm by Chair Alison Greeley.

**Approval of Minutes**

The minutes of the September 27, 2021, Library Board meeting were approved as submitted.

**Chair's Announcements**

No announcements.

**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. There has been a slight drop in foot traffic, and the transition to hybrid programming has been successful. Brenda reported the following staffing updates: Rita Covelli will be joining the staff as the new Adult Services Department Head on November 9<sup>th</sup>, and the new part-time Communications Assistant will start after Thanksgiving. Brenda noted that the STEAM Corner Policy has been reviewed by the Technology and Executive Committees and will be on the agenda for a vote by the full Board at the November meeting.

**Friends Update**

Brenda reported that the Friends pop-up On the Wall Book Sale on November 16<sup>th</sup> was successful.

**Financial & Operational Sustainability**

*Development Committee* – Development Director Lauren Bubniak reported on the status of the Annual Appeal, the success of the Wild Game Dinner held on October 15<sup>th</sup>, and the successful LYL weekend events on October 1st-2nd. The cocktail party honoring the Walkers is scheduled for Sunday, November 21<sup>st</sup> from 6-7:30pm in person at the Library. The Library will again partner with Books On the Common for Library Days the weekend after Thanksgiving. Co-chairs for the 2022 Gala Committee are Sandra and Tony Gill and Michele and Chris Booth. The Gala will be held on June 4, 2022, at the Library and will honor Rudy and Peggy Marconi.

*Financial: Finance Committee* – Treasurer Tizzie Mantione noted that the Finance Committee will meet on October 27<sup>th</sup>, and presented the following action item to the full Board: To appropriate the annual earnings in restricted funds held at UBS for both FY20 in the amount of \$1,326.96 AND FY21 in the amount of \$16,555.49 and move these earnings to the operating account held at FCB for the designated restricted use. So moved and seconded. Motion approved unanimously.

*Audit Committee:* Secretary Carrie Wells provided the Audit Committee's report in the Board packet, for review in anticipation of a vote at next month's Board meeting.

*Technology-* Brian Egge included the Technology Committee's report in the Board packet. Brian noted that after review, the Library's cybersecurity insurance coverage was deemed to be adequate. Brian noted that cybersecurity training options for staff were being evaluated. Discussion of possible capital project items.

*Communications* – Sandra Gill reviewed the Committee's monthly talking points, included in the Board packet. Sandra shared impact stories from families and individuals, and highlights from recent Library programs and upcoming events. The Sponsor of the Month is Fairfield County Bank for their support of LYL Weekend, and Cris Nichols is the Volunteer of the Month for her work as Friends of the Ridgefield Library Book Sale Coordinator.

The next board meeting is scheduled for Monday, November 15<sup>th</sup>. The meeting adjourned at 7:55 pm.

Respectfully submitted,  
Andy Forsyth  
Assistant Library Director