

Ridgefield Library Board Meeting
September 27, 2021

Hybrid Meeting

Present: Marge Davidson; Brian Egge; Sandra Gill; Alison Greeley, Chair; 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, Friends of the Ridgefield Library; Laura Zolotorofe, Executive Assistant

Absent: Rob Ellis, Vice-Chair

Call to Order

The meeting was called to order at 7:34 pm by Chair Alison Greeley.

Approval of Minutes

The minutes of the July 27, 2021 Library Board meeting were approved as submitted with one minor clarification.

Chair's Announcements

Chair Alison Greeley announced that the Library Board Retreat will be on October 25th from 4:30 – 7:30 pm at the Library. The guest speaker will be via Zoom and members will have the option to join virtually.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda updated the Board on Covid 19 policies. The mask mandate has been lifted by the Town of Ridgefield. Fully vaccinated individuals no longer are required to wear a mask in the Library, except in the Children's Department. Brenda updated the FAQ's, sent out a Director's message to the community and adjusted all signage. The Library is holding off on allowing program room rentals to outside organizations. In person programs have resumed. The Board was asked to vote on a revised Appropriate Use Policy. **Alison Greeley called for a motion to approve the revised Appropriate Use Policy put forth by Brenda McKinley. Motion was seconded by Tizzie Mantione, and unanimously passed.** Brenda asked the Board to adopt a resolution that would allow two employees into the retirement plan early. The employees met the criteria by working over 1,000 hours but were deemed ineligible because they had changed positions internally. **Brenda McKinley called for a motion to approve an Amendment to the Ridgefield Library Association, Inc. Retirement Plan. ShiaoLan Haines and Lesley Gordillo shall become a Participant in the Plan effective January 1, 2021. This amendment is being made retroactively pursuant to IRS Revenue Procedure 2019-19 ("EPCRS") under the Self Correction Program method described in Appendix B, Section 2.07(4). Motion was seconded by _____, and unanimously approved.**

Friends Update

Tom Madden reported that the Friends Children's book sale brought in \$5,046 and the General sale, \$17,439. The Friends sold 192 books online for a total of \$4,059. The Friends will begin accepting donations again October 1st.

Financial & Operational Sustainability

Development Committee – Development Director Lauren Bubniak thanked the Board members for writing Annual Appeal notes. The mailing went out last week. The Brunch by the Bite event for the Guardian Society took place on Sunday, September 26th on the front lawn of the Library. Dean Miller and Peter Loppacher (posthumous) were the recipients of the Paccadolmi Award. Rudy and Peggy Marconi will be the honorees for the next Gala. LYL weekend

is scheduled for October 1-3rd. There will be a virtual Battle of the Books on Friday, October 1st. Five local nonprofits will be participating and will receive a percentage of the profits. Fairfield County Bank pledged a \$5,000 matching donation. The Wild Game Dinner is sold out. A cocktail party is being planned on 11/21 for the Walkers, Gala sponsors, and committee members.

Financial: Finance Committee – Treasurer Tizzie Mantione noted there was no Finance Committee meeting in August. She provided an update to the Board. Fines continue to be under budget and the expectation is that it will continue to trend downward. Passport income has increased as people begin to travel. Expenses are under budget due to savings in salaries. The investment portfolios are up. On Monday, September 20th the Finance Committee met with UBS to review the portfolio. A meeting with Bar Harbor will take place in October. The Finance Committee plans on reviewing the investment portfolio statement document. It was last updated in September of 2019.

Technology- Brian Egge provided an update to the Board. IP Genie will be the new phone system. The Library will proceed with installation once a contract issue with Frontier is resolved. Anthony Cacciola is investigating a firewall replacement. Andy Forsyth presented a new STEAM Corner policy. Carrie Wells is investigating the One Drive file organization. Brenda McKinley and Brian Egge met with cyber insurance agents to review the Library's policy. Discussion followed.

Communications – Marge Davidson shared an impact story. The Library received positive feedback from a patron with a lost passport. The staff took time to explain the process and assisted the person with applying for a new one. The Summer Reading Program was very successful. Children's had 912 participants which is close to pre-pandemic numbers. For Teens, 222 people signed up, which is higher than pre-pandemic and 159 individuals participated in the Adult Summer Reading Program. The Sponsor of the Month is Fairfield County Bank for their support of LYL Weekend.

Cultivate Motivated Staff

Director Brenda McKinley announced that Dorothy Pawlowski, the Head of Adult Services, will be retiring October 8th. The Library is in the process of looking for a replacement. A position has been posted for a Communications Assistant to assist programmers with social medial production.

The next board meeting is scheduled for Monday, October 25th. The meeting adjourned at 9:02 pm.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant