

FINAL

Ridgefield Library Board Meeting  
January 25, 2021  
Virtual Meeting

Present: Michele Booth, Secretary; Marge Davidson; Rob Ellis, Vice-Chair; Tom Gerhard; 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

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Director; Laureen Bubniak, Development Director; Julie Yaun, FORL President; Laura Zolotorofe, Executive Assistant

**Call to Order**

The meeting was called to order at 7:34 p.m. by Chair, Alison Greeley.

**Approval of Minutes**

The minutes of the December 25, 2020 Library Board Meeting were approved with one minor correction.

**Chair's Announcements**

Chair Alison Greeley announced that the Board will conduct an annual survey of all Board members. The survey will be confidential. She will send members a link. Alison thanked the Board in advance for their participation. If there are any questions, please direct them to Alison. A committee has been formed to examine the Library's Strategic Plan. Alison thanked those who volunteered.

**Executive Session**

Alison Greeley called for an Executive Session to discuss the results of the potential risks identified during the December breakout session.

**Library Director's Report**

Brenda McKinley's report was sent in the Board Packet. It consolidates information shared with the public since the Library closed due to the Covid-19 pandemic to create a permanent record for the Board files. Brenda shared two new virtual services that will be offered to patrons: Personalized Book Bundles and a LiveChat feature. Brenda will send out communication to the public highlighting these services. She has been in communication with Town Hall regarding the Covid-19 vaccine distribution. The Library is ready and willing to help the public navigate the process if needed.

**Friends Update**

Julie Yaun reported that the Friends have been brainstorming ideas on how to safely hold their spring book sale in May, understanding that it may need to be postponed. The Friends have a vacancy on their Board and are interviewing for a new Treasurer.

**Financial & Operational Sustainability**

*Development Committee* – Laureen Bubniak reported that to date, the Library is ahead of last year's fundraising goal. She asked all Board members to please carefully read through the Development Report. The Library will participate in the Fairfield County Giving Day on February 25<sup>th</sup>. A virtual Planned Giving Panel discussion that is open to the public will take place on February 25<sup>th</sup> as well. The Escape Room ticket sales are doing well. Rob Ellis informed the Board that the Great Expectations Gala

FINAL

honoring Jay and Eileen Walker scheduled for May 22<sup>nd</sup> will be virtual. The Development Team is working hard to plan for this event and welcomes any suggestions from the Board.

*Financial: Finance Committee* – Alison Greeley, Brenda McKinley and Tizzie Mantione met with Rudy Marconi and Kevin Redmond in preparation for the proposed FY 2021-2022 budget meeting with the Board of Selectman on February 4<sup>th</sup>. The Library is scheduled at 7 p.m. on the agenda. Tizzie will forward an invitation to all Board Members. The PPP loan has been forgiven. Tizzie praised Leslie Vuilleumier and Kathy Maher for working tirelessly with Fairfield County Bank on the loan forgiveness.

### **Community Engagement**

*Technology Committee* – Tom Gerhard reported that the Technology Committee will be meeting on January 27<sup>th</sup>.

*Communication Committee* – Michelle Booth shared the following talking points for the Board. A Library patron, temporarily residing in Scotland, reached out the Circulation Desk for assistance and was happily able to remotely access our resources while away. Please promote the new Book Bundle service offered. The Reading to Roar program is now virtual. The Job and Career Search series is offering ongoing support to the community. On February 9<sup>th</sup>, the Library will co-host with the League of Women Voters the State of the Town Address given by Rudy Marconi. The Sponsor of the Month is Bernard's and Sarah Wine Bar. They are working closely with Development to plan the Gala dinner.

### **Cultivate Motivated Staff**

Brenda McKinley informed the Board that a full staff training day is being planned in February. The Library will be closed to patrons that day. There are currently two part time open positions in the Adult Services Department. Interviews are currently underway. Shay Glass, our beloved Children's Librarian, will be leaving in April. A job search for his replacement will commence soon.

### **Community Pulse:**

No comments were shared.

The next Board Meeting will be February 22<sup>nd</sup> at 7:30 pm.

Meeting adjourned at 8:59 pm.

Respectfully submitted,

Laura Zolotorofe

Executive Assistant