

Ridgefield Library Board Meeting  
August 22, 2022

Hybrid Meeting

Present: Nicole Agius; Jennifer Crawl; Marge Davidson, Secretary; Brian Egge; Rob Ellis, Vice Chair; Art Leaderman; Bill Magill; Tom Main; Danielle McGrogan; Paul Mellinger, Treasurer; Gary Rapp; Jeet Sandhu; David Smith; Carrie Wells, Chair; Kim Welton

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Director; Tom Madden, President of the Friends of the Ridgefield Library; Laura Zolotorofe, Executive Assistant

Absent: Marc Vigliotti

**Call to Order**

The meeting was called to order at 7:33 pm by Chair, Carrie Wells.

**Approval of Minutes**

The minutes of the June 27, 2022, Library Board meeting were approved as written.

**Chair's Announcements**

Chair Carrie Wells welcomed three new Board and returning members to the Library Board for the 2022 – 2023 year. The Board Retreat is scheduled for October 27<sup>th</sup> from 12:30 – 4:30 pm. There will be a brief October Board meeting at the conclusion. Board meetings this year will be in person with the option to join via Zoom. Board members should consider joining a committee. The staff could use some help with the Annual Appeal mailing. Please consider lending a hand.

**Governance Committee**

Gary Rapp has returned to the Board. As a former Treasurer and Board Chair, Gary offered to provide mentoring for any members looking for additional support or orientation to their roles.

**Director's Report**

Library Director Brenda McKinley's report was sent in the Board Packet. The Summer Reading program continues to be very successful. Assistant Director, Andy Forsyth shared some statistics for the 2021-22 year. Physical and digital checkouts have increased. There were 2,025 programs with 32,891 people in attendance. 1,054 new cards were issued. The level of engagement with the public is very strong, and the number of people visiting the Library continues to increase.

**Friends Update**

Friends President Tom Madden reported that the Friends held a pop-up book sale in August and collected \$1,400. Internet sales have increased. A Friends membership drive is underway.

**Community Engagement**

*Technology*- Brian Egge provided the Board with a technology update. Network Switches will be installed in the fall. The Technology committee is looking into CIP requests. The cyber insurance policy is up for renewal. Discussion followed.

*Communications* – The Communications Committee report was placed in OneDrive. Highlights include a patron who was able to apply for a job using a Library computer after their computer broke. Another patron was very happy that

they could renew their passport at the Library. The 12-year-old national Scrabble champion was a member of the Library's Scrabble Club. RidgeCon is scheduled for 8/27. The Sponsors of the Month are the Summer Reading sponsors: Friends of the Ridgefield Library; Books on the Common; Deborah Ann's; Cake Box; and the Toy Chest. The Volunteers of the Month are the Ridgefield High School Transition students. There was an article in 068 Magazine on the Library and the Gala.

### **Financial & Operational Sustainability**

*Development Committee* – Vice Chair, Rob Ellis reported that the Annual Appeal is scheduled to be mailed out on 9/14. Signed notes from the Board are due 9/1. The Randolph Board Room has been reserved for the mailing. If any Board members can help with assembly, it would be appreciated. LYL weekend will be on 9/30-10/1 and will include A Battle of the Books. The Guardian Society "Brunch by the Bite" will take place in the fall. Wild Game Dinner is scheduled for 10/21. The Holiday Toast is scheduled for 12/4. Interviews are being held for the Development Director position.

*Financial: Finance Committee* – Treasurer Paul Mellinger provided the Board with a finance update. Investments are performing in line with market trends. The Library is looking to begin paying down a line of credit from UBS. Discussion followed. Paul shared an overview of investments. The Library has switched advisors with UBS.

### **Cultivate Motivated Staff**

Brenda McKinley has been conducting interviews for the open Development Director position. She thanked the Board for providing feedback on the candidates. Adult Services has a part time open position for a Library Technical Assistant. In September there will be LGBTQIA+ training at the monthly staff meeting with an educator from the Triangle Community Center in Norwalk. RidgeCon will be on 8/27.

The next Board meeting is scheduled for October 27<sup>th</sup> after the Board retreat. Meeting adjourned at 8:25 pm.

Respectfully submitted,  
Laura Zolotorofe  
Executive Assistant