

Ridgefield Library Board Meeting
September 19, 2022

Hybrid Meeting

Present: Nicole Agius; Jennifer Crowl; Marge Davidson, Secretary; Brian Egge; Rob Ellis, Vice Chair; Art Leaderman; Bill Magill; Tom Main; Gary Rapp; Jeet Sandhu; David Smith; Carrie Wells, Chair; Marc Vigliotti; Kim Welton

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Director; Laura Zolotorofe, Executive Assistant

Absent: Danielle McGrogan; Paul Mellinger, Treasurer; Tom Madden, President of the Friends of the Ridgefield Library

Call to Order

The meeting was called to order at 7:36 pm by Chair, Carrie Wells.

Approval of Minutes

The minutes of the August 22, 2022, Library Board meeting were approved as written.

Chair's Announcements

Chair Carrie Wells provided an update on the Board Retreat. It is scheduled for Friday, October 27th from 12:30 – 4:30 pm. Carrie encouraged all members to attend.

Staff Spotlight

Staff Spotlight was Trevor Gladwin, Head of Circulation. Trevor has been an employee at the Ridgefield Library for 18 years. The Circulation staff is comprised of 2 full time and 7 part time members. Trevor gave an overview of all the services offered by the Circulation Department. They include processing new and renewed library cards, reserving items on hold, assisting patrons with obtaining books through inter library loan, and helping local book clubs secure materials.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. RidgeCon was a popular event with over 2,000 people visiting the Library that day. The Summer Reading Program had wonderful engagement with the public. Participation was back to pre-pandemic numbers and feedback from a survey was very positive. This fall there will be a scholarly series titled, *Seeing Beyond: The Works and Vision of H.G Wells*.

Community Engagement

Technology- Brian Egge provided the Board with a technology update. The automated check in system and the self-checks outs will need to be replaced in 2 years. The Technology Committee will be reviewing the Capital Improvement request. Anthony Cacciola is setting up 2 factor authorization for certain software.

Communications – The Communications Committee report was placed in OneDrive. Kim Welton provided the update. Highlights include gratitude from a father for the take and make crafts. LYL weekend will be 9/29 and 10/1. Five local non-profits will participate in the Battle of the Books. On 10/1 there will be a magic show by Danny Magic and a concert by Rocking Ray. The League of Women Voters will set up a table on 9/21 for National Voter registration Day in the lobby. On 9/21 the staff will host a program spotlighting the ways the Library can support the disability community. A lecture on the current situation in Ukraine will be on 9/22. The Friends of the Ridgefield Library will

be having their fall book sales in October. The Sponsors of the Month are Fairfield County Bank for supporting The Battle of the Books and the LYL All Around Town partner sites; Steve's Bagel, Early Bird Café and Stop and Shop. The Volunteer of the Month are the members of the Boys & Girls Club for volunteering on 10/1.

Financial & Operational Sustainability

Development Committee – Vice Chair, Rob Ellis reported that the Annual Appeal will be mailed on 9/20. Thank you to all the Board members who stuffed envelopes. Rob asked Board members to please volunteer on LYL weekend. Jane Lindenburg, the new Development Director will begin on 9/26. The Guardian Society Brunch By The Bite will be on 10/9. Tickets for the Wild Game Dinner are on sale. The Holiday Toast to You Donor event is scheduled for 12/4.

Financial: Finance Committee – Art Leaderman announced that an account performance summary will be in the Board packets each month. The Library's investments are trending downward. Revenue is slightly behind. There have been some savings in salaries from open positions.

Cultivate Motivated Staff

Brenda McKinley has been working on the plan to onboard Jane Lindenburg that includes meeting Library donors.

The next Board meeting is scheduled for October 27th after the Board retreat. Meeting adjourned at 8:48 pm.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant