

Ridgefield Library Board Meeting
November 14, 2022

Hybrid Meeting

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

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

Absent: Marge Davidson, Secretary

Call to Order

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

Approval of Minutes

Motion made, seconded and approved to accept the minutes of the October 27, 2022 Library Board meeting as submitted.

Chair's Announcements

Chair Carrie Wells thanked Board members for attending the Board Retreat in October. If any members have feedback or suggestions, please let Carrie know. The automatic materials handling system will need to be replaced in the 2024 – 25 fiscal year. Carrie is looking to get a working group together to discuss the project. Please let Carrie know ASAP if you are interested.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda thanked the Friends of the Ridgefield Library for supplying children's books for the Halloween Walk.

Friends of the Ridgefield Library

Friends President Tom Madden provided an update on the October adult and children's book sale. Monthly Secret Stack sales continue to do well. Carrie Wells encouraged Board members to please become members of the Friends.

Financial & Operational Sustainability

Development - Development Director Jane Lindenburg reported on the status of the Annual Appeal. The Annual Appeal donations are down from last year. Library Days at Books on the Common will take place November 25th – 27th. The Holiday Toast to You, honoring David Yaun with the Paccadolmi Award, will be on December 4th. Please let Jane know if you can attend. The Gala will take place on May 20th, 2023 and will honor Woody and Suni Harford. Tizzie and Tom Mantione will be co-chairs. The Library will begin looking for corporate sponsors. The Library will be participating in Fairfield County Community Foundation's Giving Day in February. The 120th anniversary of the Morris Building will be in 2023. The Library will have targeted programming and fundraising for this event.

Financial: Finance Committee - Treasurer Paul Mellinger provided a finance update. The Library took a cash withdrawal from its investment account due to tight cashflow which is in part due to the higher cost of materials from inflation. The Finance committee is working on the budget for FY 2023/24. This budget will reflect a \$47,000 income challenge. The Board will be voting on the budget at the December meeting. A meeting will be held after Thanksgiving to review the FY 2023/24 budget submission in detail.

Audit Committee: The draft report of the audit was presented at the last Board meeting. David Smith called for a motion to approve the Audit report as written. **Motion was made, seconded, and unanimously approved.**

Building Committee: Danielle McGrogan reported that the fiscal year 2022-23 capital improvement projects for the exterior of the building have been completed. Bravo Masonry repoint bricks and repaired the sidewalk adjacent to the parking lot. Kiraly Marble cleaned and restored the limestone façade at the entrance to the Morris Building. Danielle presented the capital request for the 2023-24 fiscal year. Discussion followed.

Technology Committee: Brian Egge reviewed the capital improvement requests for technology, which include updated security cameras, new patron computers for the Children’s Library and people counters. The Technology Committee will begin gathering quotes to replace the material handling system for the 2024-25 fiscal year.

Community Engagement

Communications: A South Salem patron made a donation as a thank you for the Technology programs offered. The Library partnered with SPHERE to present the virtual program, Driving With Autism. The Sponsor of the Month is Books on the Commons. Tom Madden and the Friends are the Volunteers of the Month.

Cultivate Motivated Staff

The Library is looking for a new Development Assistant. The part-time Adult Services assistant position is temporarily on hold.

The next Board meeting is scheduled for December 12th. Motion made, seconded, and approved to adjourn the meeting. The meeting adjourned at 8:31 pm.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant