

Ridgefield Library Board Meeting
December 12, 2022

Hybrid Meeting

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

Call to Order

The meeting was called to order at 7:44 pm by Chair, Carrie Wells.

Approval of Minutes

Motion made, seconded and approved to accept the minutes of the November 14, 2022 Library Board meeting as submitted.

Chair's Announcements

Chair Carrie Wells announced that an 8-person working group has been formed to create an acquisition plan to replace the Automated Materials Handling System. They will begin gathering estimates and data. Carrie reminded the Board that the Annual Appeal is happening and the Library would like 100% participation from Board members.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda and Andy Forsyth attended the Arts Council meeting. The Library received a portion of the Town's ARPA funding.

Friends of the Ridgefield Library

Friends President Tom Madden provided an update on the November Secret Stacks sale. There were 78 patrons and a total of \$1,100 collected.

Financial & Operational Sustainability

Development - Development Director Jane Lindenburg presented the report. The Holiday Toast to You was well attended with over 70 guests. The Annual Appeal is down from last year. Fairfield County Giving Day will take place on 2/23/23. Jane is looking for a matching donor. Woody and Suni Hartford were announced publicly as the Gala honorees. A save the date media announcement went out and a Gala Committee has been formed to help plan the event. The Library is searching for a new Development Assistant.

Financial: Finance Committee - Treasurer Paul Mellinger provided an overview of the operating and capital budget requests that will be submitted to the Town. Paul Mellinger, Carrie Wells and Brenda McKinley met with Town Controller Kevin Redman to discuss the FY 2023-2024 budget. The Library is asking for a 3.5 % increase in Town funding and \$56,000 in Capital Improvement Requests. The Capital request includes replacement of the two HVAC - Direct Outside Air Exchange (DOAS) units for building side and technology upgrades. This will still leave the Library with a \$42,000 income challenge. Discussion followed. Paul Mellinger called for a motion to approve the operating budget with a 3.5% increase to allocate funds as needed. **Motion was made, seconded, and unanimously passed.**

Paul Mellinger called for a motion to approve the Capital Budget request. **Motion was made, seconded, and unanimously passed.**

Communications – Jennifer Crowl shared a story of patron gratitude. A patron of 40 years uses the Library to check emails and look up information. When she was home sick, she was grateful that she could call the Library and receive help from the Adult Services staff over the phone. Upcoming programs include: 12/15 Library Song Circle; 12/17 Don't be a Grinch Family Storytime with the Ridgefield Grinch; 12/31 Noon Year's Eve celebration; 1/14 Tech Recycling day. Tickets for the upcoming Escape Room fundraiser will go on sale. This year's theme centers around a 1903 passenger train in honor of the 120th anniversary of the Morris building. The Sponsor of the Month is Ancona's for their support and partnership with the Holiday Toast to You. The Volunteer of the Month is Jill Barberie of SPHERE, a long-time partner with Next Chapter Book Club.

Technology Committee - Network Administrator, Anthony Cacciola, has replaced the firewall and network switches, this is the FY23 Capital project for technology. Brian Egge reported that the Library is trialing a new Zoom camera. He would appreciate feedback on its performance.

Cultivate Motivated Staff

Children's Services staff member Diane Antezzo, fondly know by patrons as "Miss Diane" just celebrated her 25th year with the Library. Teen Services Librarian, Meg Klein, was selected to serve on the State Nutmeg Committee.

The next Board meeting is scheduled for January 23rd. **Motion made, seconded, and approved to adjourn the meeting.** The meeting adjourned at 8:20 pm.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant