

Ridgefield Library Board Meeting
February 27, 2023

Hybrid Meeting

Present: Nicole Agius; Jennifer Crowl; Marge Davidson, Secretary; Brian Egge; Rob Ellis, Vice Chair; Art Leaderman; Bill Magill; Tom Main; Danielle McGrogan; Paul Mellinger, Treasurer; Gary Rapp; David Smith, 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; Heather Murray, Children Services Librarian; Kathleen Tracey, Children's Services Program Coordinator

Call to Order

The meeting was called to order at 7:32 pm by Chair, Carrie Wells.

Approval of Minutes

Motion made, seconded and approved to accept the minutes of the January 23, 2023 Library Board meeting as submitted.

Chair's Announcements

Chair Carrie Wells announced Rob Ellis's term will be up the end of June and Jennifer Crowl will assume the role of Development Chair. There is no update on the Town/Library agreement. Anthony Cacciola has received 6 quotes for the replacement of the automated materials handling system. The working group will review quotes and present information at a future Board meeting. Carrie Wells and Brenda McKinley are in the process of updating the annual Board survey and will send it to all members once finalized. Carrie is looking for 100 % participation.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda asked Board members to stop by the Teen Center. Teen Librarian Meg Klein has rearranged the space. The Library has been very busy with programs and patrons.

Staff Spotlight

Heather Murray, Children Services Librarian and Kathleen Tracey, Children's Services Program Coordinator, gave the Board an overview of their roles in the Children's Department. Heather joined the Ridgefield Library in July 2022. Her responsibilities include purchasing for the juvenile fiction collections, providing reader's advisory and overseeing the Babysitters Book Club and Creative Writing Club. She is assisting with planning summer reading activities and programs. Heather is currently training to become a yoga instructor for children. Kathleen Tracey is a Ridgefield resident with children enrolled in the schools. She has a background in dance. Kathleen leads all early literacy programs and story times. She does monthly outreach classes with the Aldrich and local pre-schools. Kathleen schedules a wide variety of programs and noted that the STEAM classes are very popular. She oversees the children's picture book collections and museum passes.

Friends of the Ridgefield Library

Friends President Tom Madden provided an update on the January Secret Stacks book sale. Over \$1,900 was collected and over 700 books sold. Ginny Canfield, who volunteers with internet sales, is retiring. The Friends are looking for another volunteer to replace her. The Friends received a large donation of CD's. Representatives from the Friends will meet on 3/21 with the Friends of the CT Libraries to discuss common issues.

Financial & Operational Sustainability

Development – Jane Lindenburg and Rob Ellis presented the Development report. Jane and Development Assistant Jen Mulhern continue to receive Raiser’s Edge training. Jen has been working on completing Annual Appeal recognition. As of 1/31/23, Development has raised 72% of their goal, which is slightly under last year’s to date. To help close the gap, there will be a push to reach out to lapsed donors. Sponsorships for the Gala are doing well. The invitations will go to the printers soon. The Escape Room fundraiser did well and raised \$5,700. This was the last year to participate in Fairfield County Giving Day. The Library raised almost \$5,000.

Financial: Finance Committee - Treasurer Paul Mellinger announced the Library received a onetime gift from the Antonucci Estate that will be designated unrestricted funds. The Finance Committee will meet separately with Bar Harbor and UBS for an investment portfolio review. Any Board member is welcome to attend. Next month the Board will vote on the 990 Tax Return form. It is posted in One Drive. Board members are asked to review it. The Library is paying down a line of credit with UBS.

Communications – Marge Davidson provided an update to the Board. A patron expressed gratitude after they were able to use equipment in the Steam Corner to digitize old pictures. Program highlights include: 2/4 Take Your Child to the Library Day; 2/5 An Evening of Rap, Hip-Hop and Poetry; 2/19 Ridgefield Folk Concert; 2/25 Meet Your Legislators forum in partnership with the League of Women Voters of Ridgefield; 3/5 Kimberly Wilson – A JOURNEY Musical One Woman show. Drop-in activities were planned for the week of February break in the Children’s Library. The Library partnered with the RVNAhealth to present a program on osteoporosis. The Library provides \$6 of value in programs for every \$1 of tax revenue received. The Sponsor of the Month is BMW for their sponsorship of the Gala. The Friend of the Ridgefield Library are the Volunteers of the Months for their dedicated volunteer work and the way they show appreciation to the staff.

Technology Committee – Brian Egge reported that a town wide power surge damaged equipment in the Network Server Room. Anthony Cacciola is investigating if the Server Room has enough power. He is working with ACME Electric to resolve the problem. Anthony is also working with CEN on the results and recommendations of the state grant-funded network assessment.

Cultivate Motivated Staff

Brenda McKinley announced that the open part time position in Adult Services will be filled by Erica Gauquier, the former Teen Librarian, who has been subbing. Full Staff Training Day is scheduled for March 10th. Maureen Sullivan will work with the staff on customer service. The staff will attend mini workshops meant to provide information on the history of the Morris Building, equipment in the Tech Center, and the plan to replace the automated materials handling system. There will also be an evacuation drill, a session on cybersecurity and some team building activities. Andy Forsyth is a coordinator for the CLA conference taking place in May. Members of the Library will be presenters and staff members will attend.

The next Board meeting is scheduled for March 27, 2023. **Motion made, seconded, and approved to adjourn the meeting.** The meeting adjourned at 8:31 pm.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant