

Ridgefield Library Board Meeting  
January 23, 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

**Call to Order**

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

**Approval of Minutes**

Motion made, seconded and approved to accept the minutes of the December 12, 2022 Library Board meeting as submitted.

**Chair's Announcements**

Chair Carrie Wells announced that Tom Main and Art Leaderman will renew their 3-year Board term. There will be one open Board position for a term beginning July 1, 2023 year. Brenda McKinley, Carrie Wells and Paul Mellinger met with Rudy Marconi, Kevin Redmond and Allison Brown to review the FY24 budget request which has a 3.5 % increase. The Library will present to the Board of Selectman on 1/31. The working group for the automatic materials handling system met on 1/19. The group is taking an in-depth look at all issues related to the replacement. Currently, the Library is seeking information from several vendors and will have a plan in place for the November 13, 2023 Board meeting. There are no updates with the Town/Library agreement.

**Director's Report**

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda McKinley presented the 2023 Library Board meeting dates. **Chair Carrie Wells called for a motion to accept the 2023 Library Board meeting dates. Motion was seconded by Paul Mellinger and approved.**

**Friends of the Ridgefield Library**

Friends President Tom Madden provided an update on the December Secret Stacks book sale. Over \$1,500 was collected. Book donations are down and Tom is looking for ways to boost donations. Tom is also trying to streamline the membership application process.

**Financial & Operational Sustainability**

*Development* – Rob Ellis presented the Development report. Sponsor invitations and Save The Date postcards for the Great Expectations Gala have been sent out. Rob asked Board members to write individual notes for sponsors. Jane Lindenburg shared information on the sponsorship package and is reaching out to past sponsors. Jen Mulhern was hired by the Library as the new Development Assistant. Jen and Jane are receiving small group training on Raisers Edge from a consultant. A discussion took place on the best way to report information. The Escape Room is successful with excellent feedback from participants.

*Financial: Finance Committee* - Treasurer Paul Mellinger reviewed the budget presentation with the Board, outlining the need for a 3.5 % increase. Inflation, rising health insurance costs and an increase in utilities have all factored into the budget. Discussion followed. Meetings with UBS and Bar Harbor will be set up for late February/early March.

*Communications* – David Smith provided an update to the Board. Tech Recycling Day was very successful with 75 – 80 people dropping off items to be safely recycled. Program highlights include: 1/17 – 1/24 Midterm Study Space for high schools students; 1/23 – 4/4 Girls Who Code, a nonprofit national program; 1/23 Estate Planning seminar; 1/25 Special Needs Planning for Transition Aged Youth; 2/4 Take Your Child to Library Day. The Sponsor of the Month is Fairfield County Bank for choosing Ridgefield Library as a charity to vote for in March. The Volunteer of the Month is a TAG volunteer, Ruby, who assisted during Tech Recycling Day. Jennifer Crowl is putting together an information sheet about the Library for Board members. Please let her know if you have any feedback.

*Technology Committee* – Brian Egge reported that 1 network switch needs to be replaced. The Library will purchase a new Zoom camera. Anthony Cacciola is gathering quotes for the automatic material handling system.

**Cultivate Motivated Staff**

Brenda McKinley is planning for a full staff training day on 3/10/23. She thanked the Board for their support. The Library is fully staffed.

The next Board meeting is scheduled for February 27th. **Motion made, seconded, and approved to adjourn the meeting.** The meeting adjourned at 8:36 pm.

Respectfully submitted,  
Laura Zolotorofe  
Executive Assistant