

Ridgefield Library Board Meeting
March 27, 2023

Hybrid Meeting

Present: Nicole Agius; Jennifer Crowl; Marge Davidson, Secretary; Brian Egge; Rob Ellis, Vice Chair; Art Leaderman; Tom Main; Bill Magill; Paul Mellinger, Treasurer; 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

Absent: Danielle McGrogan; Gary Rapp

Call to Order

The meeting was called to order at 7:35 pm by Chair, Carrie Wells.

Approval of Minutes

Motion made, seconded and approved to accept the minutes of the February 27, 2023 Library Board meeting as submitted.

Chair's Announcements

Chair Carrie Wells thanked members who took part in the Board survey and shared some feedback. Overall, the results were very positive. Carrie outlined some topics that will be further investigated at future Board meetings. Carrie recommended a webinar being offered by the CT State Library on the relationship between Library Directors and Trustees. The updated draft of the Town Library Agreement is on the Shared Drive. Carrie asked members to review it in preparation for a discussion at the next meeting.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda's report is organized around the Library's Strategic Plan. Brenda asked members to note the outreach the Library has with organizations in Town. The Board was asked to review the Collections Development Policy. Discussion followed. **Carrie Wells called for a motion to approve the Collection Development Policy with changes noted. Motion was made, seconded, and approved.**

Friends of the Ridgefield Library

Friends President Tom Madden provided an update on the February Secret Stacks book sale. Over \$1,900 was collected. Representatives from the Friends of the Ridgefield Library met with the Friends of the CT Libraries on 3/21. Ginny Canfield, a volunteer in the Internet Sorting Room has retired and the Friends are looking for a volunteer to replace her. The Friends hired Kate Fitzpatrick as a consultant to boost their online presence. Two large book sales are planned for May.

Financial & Operational Sustainability

Development – Jane Lindenburg and Rob Ellis presented the Development report. Rob reminded the Board that the Gala is the Library's principal fundraiser and it is important for Board members to attend. Jane noted that the Gala invitations have been mailed and ticket sales are being promoted online. There are currently over 38 sponsors and sponsorships will be accepted through May 1st. The Gala committee is working on live auction items. The Library to

date has met 70% of the Annual Appeal goal. A targeted campaign will be launched in June for those who have not yet donated.

Financial: Finance Committee - Treasurer Paul Mellinger noted that the monthly financials look good thanks to the ongoing work of the Development office. Investments are performing in line with other indexes. The Finance Committee met separately with Bar Harbor and UBS. Both reviews went well. An unscheduled payment for a line of credit was made. The draft of Form 990 was available for Board members to review. **A motion was called for to approve Form 990 2022 Tax Year Draft. Motion was made, seconded, and approved.**

Building Committee – The Building Committee met with Robert Cavello, the owner’s representative during the building expansion, a team of engineers and a representative from Helio Solar. The goal was to discuss potential capital improvement requests and examine the longevity of existing systems. A detailed proposal will be provided and the Building Committee will share the findings with the Board at a future date.

Governance – The Library has one Board position open for the 2023-2024 FY. Applications are being accepted through March 31st.

Communications – Kim Welton shared a story of patron gratitude. A patron posted on Facebook a picture of teens who were admiring the Women’s History Month display outside the Teen Center. Program highlights include: 3/29 Opportunities and Resources for the Disabled Community; 3/29 Rainbow Science; 3/30 Author talk with Tyler Kepner; 4/2 Michael Checkhov comedy performance of, *The Four of Us*. The Children’s Department will host several drop-in crafts and activities during Spring Break week. The Volunteers of the Month are the Gala Committee members. Fun fact: the Library hosts 10 monthly book groups and helps coordinate 20 more within the community, that’s about one per day each month!

Technology Committee – Brian Egge reported that Anthony Cacciola, Network Administrator continues to work on researching the power supply to the Network Server Room. The Committee is developing requirements and options for the automatic material handling system. Brian also reminded Board members that Library related emails are subject to FOI.

Cultivate Motivated Staff

Brenda McKinley reported that Full Staff Training Day was successful. The CLA conference will be held in May. Assistant Director Andy Forsyth is co-chair, and fourteen staff members will attend. Circulation Assistant, Cara McKenzie and Adult Services Librarian, Barret Jones, have left their positions.

The next Board meeting is scheduled for April 24, 2023. **Motion made, seconded, and approved to adjourn the meeting.** The meeting adjourned at 8:57 pm.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant