

Ridgefield Library Board Meeting
May 22, 2023

Present: Nicole Agius; Jennifer Crowl; Marge Davidson, Secretary; Brian Egge; Rob Ellis, Vice Chair; Art Leaderman; Bill Magill; Tom Main (via Zoom); Danielle McGrogan; Paul Mellinger, Treasurer; Gary Rapp; David Smith; Carrie Wells, Chair; Kim Welton

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

Absent: Jeet Sandhu; Marc Vigliotti

Call to Order

The meeting was called to order at 7:37 pm by Chair, Carrie Wells.

Approval of Minutes

Motion made, seconded and approved to accept the minutes of the April 24, 2023 Library Board meeting as submitted.

Chair's Announcements

The Great Expectations Gala took place on May 20th. Chair Carrie Wells congratulated Jane Lindenberg, the Gala Committee, and staff for a wonderful event. Carrie thanked all Board members who attended. The committee working on the Automated Materials Handling System visited New Caanan Library for a tour of their system. On 5/31 the group plans to visit Darien Library. The Board survey conducted in the spring indicated that members would like to see more diversity on the Board. Carrie opened a discussion on the topic.

Governance

Marge Davidson called for a motion to approve Anne Marie Squeo as the new Board member for the 2023-2024 year. Motion was seconded and approved. Marge Davidson presented the following individuals for the Executive Committee for the 2023-2024 year: Carrie Wells, Chair; David Smith, Vice-Chair; Paul Mellinger, Treasurer; Marge Davidson, Secretary. The Board will vote on this at the June meeting. **Marge Davidson called for a motion to renew the 3-year term for Art Leaderman and Tom Main. Motion seconded and approved.**

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 invited Board members to march with the Library in the Memorial Day Parade on May 29th. The Library has participated in a number of community events including the Spring Stroll, Run Like a Mother, and Pride in the Park. Brenda is on the Cultural District subcommittee. There will be a proclamation in June to mark the 120th anniversary of the Morris Building. A digital archive with input from the community will be created. LYL weekend will have activities planned around the 120th Anniversary.

Friends of the Ridgefield Library

Friends President Tom Madden will report on the amount collected for the May book sales at the June Board meeting. The next Secret Stacks sale will be on 6/10. The Friends will host their annual meeting on 6/27 and will vote on a new version of the bylaws. The Board will also choose its officers. Brenda McKinley and Andy Forsyth nominated the Friends to receive a "Behind the Scenes" award from the Ridgefield Arts Council, which was awarded on May 11th.

Financial & Operational Sustainability

Development – Rob Ellis congratulated Jane Lindenberg, Jen Mulhern and the Gala Committee on a very successful Gala. Jane Lindenberg thanked Tizzie Mantione and Marcie Coffin for co-chairing the Gala. Gala sponsorships did very well this year and expenses came in under budget.

Financial: Finance Committee - Treasurer Paul Mellinger noted that investments are still performing in line with the stock market. The Town budget passed and the Library will be receiving it's full FY24 budget and capital requests. The Finance Committee is reviewing the Investment Policy Statement. Thank you to UBS for their sponsorship of the Gala.

Community Engagement

Communications – David Smith updated the Board on upcoming events. There will be an AI-ChatGPT program on 6/13. The Summer Reading kickoff is on 6/17. The Homebound Delivery service is celebrating its 15th year. The Library is sponsoring a Ridgefield High School intern for 5 weeks. David reminded the Board to please sign up for the Connect With Us newsletter.

Technology Committee – Brian Egge and the Technology Committee continue to work on improving cybersecurity. By the end of June all Library emails will have 2 factor authentication. A Microsoft authenticator app will be needed. Brian demonstrated the process.

Cultivate Motivated Staff

Brenda McKinley provided an update. Trevor Gladwin, Circulation Supervisor, has retired. The position has been advertised and Brenda McKinley will step in as supervisor until a new person is hired. Interviews will begin next week. Ridgefield Library was well represented at the CLA conference. Andy Forsyth was the co-chair of the CLA Program and John Casiello was the chair of the CLA Publicity Committee. Kristina Lareau won an award for last year's Storywalk®. Staff continues to participate in monthly KnowBe4 training. Staff will also complete Ryan Dowd's Librarians Guide to Homelessness Training online. Jeet Sandhu will host a guest bartender night for Board members and friends at the Lantern on 6/15. The Library will receive a portion of dinner and bar proceeds.

The next Board meeting is scheduled for June 26, 2023. **Motion made, seconded, and approved to adjourn the meeting.** The meeting adjourned at 8:54 pm.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant