

Ridgefield Library Board Meeting  
April 24, 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; 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; Alison Greeley

Absent: Danielle McGrogan

**Call to Order**

The meeting was called to order at 7:34 pm by Chair, Carrie Wells.

**Approval of Minutes**

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

**Chair's Announcements**

Chair Carrie Wells noted that the Board of Finance approved the FY 2023-2024 Budget and Capital requests. The Board discussion on diversity will take place during the May Board meeting. The committee investigating the Automatic Material Handling System has received 6 quotes. The committee will develop a list of questions for the different systems. A tablet has been placed in the Library Main Lobby so patrons can see how the current system operates. Carrie Wells requested that the Board go into Executive Session at 7:50 pm to discuss Board candidates for the 2023-2024 year and that all attendees present stay for Executive Session. **Motion to go into Executive Session made, seconded, and approved. Motion made, seconded, and approved to return from Executive Session at 8:18 pm. Carrie Wells called for a motion to approve the draft of the Town-Library Agreement to be sent to the First Selectman. Motion made, 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 reported that the Library banners celebrating the 120<sup>th</sup> anniversary of the Morris Building have been hung in town. Library staff are busy getting ready for the Summer Reading Program.

**Friends of the Ridgefield Library**

Friends President Tom Madden provided an update on the March Secret Stacks book sale. Over \$1,780 was collected. The large Children's and General Book Sale will take place in May.

**Financial & Operational Sustainability**

*Development* – Jane Lindenburg announced that 8 students toured the Walker Library, courtesy of an anonymous donor. The Library won the Fairfield County Bank Charity of the Month contest. Thank you to everyone who voted throughout the month and to Marcie Coffin for nominating the Library. Development is busy promoting the Gala. The Gala is currently sold out and has taken in over \$175,000 in sponsorships and ticket sales. The Gala Committee is finalizing details for the auction items. LYL weekend will take place in the fall and will be a family focused event with activities on the front lawn.

*Financial: Finance Committee* - Treasurer Paul Mellinger noted that investments are performing in line with the stock market. Thank you to Development for their continued efforts to fundraise. Building maintenance is over budget. The Library made a payment on the outstanding loan.

### **Community Engagement**

*Communications* – Jennifer Crowl updated the Board on the Town Spring Stroll. The Library will host School of Rock on the front lawns. Patrons will paint kindness rocks. The Children’s Book Sale will take place on the Lower Level. The 120<sup>th</sup> anniversary banners were hung in town. David Smith and the Communications Committee placed a draft in One Drive with information on the Automated Materials Handling System. An iPad tablet with a camera in the sorter room is on display in the Main Lobby to allow patrons to see how the current system operates.

*Technology Committee* – Brian Egge and the Technology Committee continue to work on the power issue to the Server Room. Anthony Cacciola has ordered new equipment and is gathering quotes from electricians. The Library’s cybersecurity insurance policy will be renewed in July. All remote logins are secured with mulit factor authorization (MFA). MFA for emails to be added next.

### **Cultivate Motivated Staff**

Brenda McKinley provided an update. Hope Cocchi has transitioned from Shelver to a Circulation Assistant. The Library is leaving her vacant position open at this time. Shannon Hitchcock, an Adult Services Librarian, has moved from part time to full time.

The next Board meeting is scheduled for May 22nd, 2023. **Motion made, seconded, and approved to adjourn the meeting.** The meeting adjourned at 8:43 pm.

Respectfully submitted,  
Laura Zolotorofe  
Executive Assistant