

Ridgefield Library Board Meeting
August 28, 2023

Present: Nicole Agius; Jennifer Crowl; Marge Davidson, Secretary; Brian Egge; Art Leaderman; Bill Magill; Tom Main; Paul Mellinger, Treasurer; Gary Rapp; Jeet Sandhu; David Smith, Vice-Chair; Anne Marie Squeo; Marc Vigliotti; Carrie Wells, Chair; Kim Welton

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Library Director; Jane Lindenburg, Development Director; Laura Zolotorofe, Executive Assistant

Absent: Danielle McGrogan

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 June 26, 2023 Library Board meeting as submitted.

Chair's Announcements

Chair Carrie Wells announced that the annual Board Retreat is scheduled for Monday, October 23rd from 12:30 – 4:30 pm. Carrie asked all Board members to please try to attend. More information to follow. Congratulations to Andy Forsyth for 5 years of service to the Library. Carrie reported on the progress of the AMHS Working Group.

Executive Session – Personnel Matter

Motion made by Marge Davidson to go into Executive Session at 7:39 pm. Library Staff were invited to remain. Motion seconded and approved. Motion to exit Executive Session was made by David Smith at 8:09 pm. Motion was seconded and approved.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda reported that the Library had a very successful Summer Reading Program. RidgeCon attendance was high. Brenda updated the Board on changes made to the Art in the Library Policy. This will be discussed more at the September Board meeting. All Board members need to fill out the Development and Donor Confidentiality Agreement and the Conflict of Interest Policy and return to Laura Zolotorofe. Please remember to send a copy of all Board documents that are posted on One Drive to Laura. An updated Board Photo Books is in the One Drive folder.

Assistant Director's Report

Assistant Library Director Andy Forsyth noted the July Activity Report is not complete. The State of Connecticut has made some new changes to the reporting. Andy noted that during FY 2022-2023 there were over 305,000 checkouts of Library materials.

Friends of the Ridgefield Library

No report given.

Development

Development Director Jane Lindenberg reported that there was no Development Committee meeting in July. The Development office is busy preparing the Annual Appeal and is working with a consultant to review the mailing list. Board notes are due on Friday, September 1st. Assembling of the Appeal will begin September 11th and packets will

be mailed out September 18th. The first Love Your Library Family Day will be on September 30th. Activities will be planned for the front lawn. The goal is to educate families on all the services provided by the Library. There will be many ways for Board members to engage with the public during this event. More information will follow from Jane. Upcoming Development events include: Wild Game Dinner in October, Guardian Society Brunch on October 22nd, Library Days with Books on the Common in November, a Holiday Toast to You on December 3rd, Hot Stove with Gary Cohen in February at the Ridgefield Playhouse – date TBD. The Gala Committee is discussing potential honorees.

Finance Committee

Treasurer Paul Mellinger provided an overview of the last Fiscal Year. Development had a good year fundraising, but the Library was overbudget on building maintenance and collections. Health insurance came in under budget. Investments performed as expected. The Library has been working to pay down a line of credit. The Library did take a draw from investments.

Communications Committee

Marge Davidson shared information from the Communications Committee. Over 1,300 people attended RidgeCon. Summer Reading was also a big success with wonderful engagement. The Community Builders Storytime had over 100 attendees at each session. Upcoming program highlights include: 9/5 author talk with Kevin Gutzman on his latest work, *The Jeffersonians: The Visionary Presidencies of Jefferson, Madison and Monroe*, a six-part workshop series, Simple Steps for Starting Your Business, co-sponsored with SCORE, the Chamber of Commerce of Ridgefield and the Ridgefield Economic and Community Development Commission will begin on 9/12, a Scholarly Series on Artificial Intelligence kicks off on 9/14 and bi-weekly Sunday Poetry Workshops will be held starting 9/17 with Ridgefield Poet Laureate Ira Joe Fischer. The Sponsor of the Month are the Friends of the Ridgefield Library for their support of the Summer Reading Program and RidgeCon. The Volunteers of the Month are the NCL mother daughter teams who assisted with RidgeCon events and Elizabeth, a longtime young adult volunteer.

Technology Committee

The Library has taken out a new cyber insurance policy. Brian Egge reported that two factor authorization is now in place for staff and Board members. The upgrade to the Server Room is complete.

Cultivate Motivated Staff

Brenda announced that Holly Diamandis was hired as the new Children's Library Assistant. Alex Yeranossian has taken a full time position in Dobbs Ferry but will still be on a Sunday rotation at the Circulation Desk. The Library has opened a search for a part time Circulation position. The Teen Services Librarian position will be reposted. Carrie Wells will attend the September Staff Meeting. The Friend of the Ridgefield Library will provide an appreciation breakfast for staff at that meeting.

The next Board meeting is scheduled for September 18th. **Motion made, seconded and approved to adjourn the meeting.** Meeting adjourned at 8:30 pm.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant