

Ridgefield Library Board Meeting
September 18, 2023

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

Others present: Andy Forsyth, Assistant Library Director; Jane Lindenburg, Development Director; Kristina Lareau, Children's Services Department Head; Tom Madden, President of the Friends of the Ridgefield Library; Laura Zolotorofe, Executive Assistant

Absent: Brenda McKinley, Library Director; Gary Rapp

Call to Order

The meeting was called to order at 7:30 pm by Chair, Carrie Wells.

Approval of Minutes

Motion made, seconded and approved to accept the minutes of the August 28, 2023 Library Board meeting as submitted.

Chair's Announcements

Chair Carrie Wells congratulated Jane Lindenburg and Jen Mulhern on successfully mailing out the Library's Annual Appeal. The Collection Development Policy draft will be voted on next month. The AMHS working group has been meeting and is working to narrow the proposals down to a few vendors. The group would like to present to the Finance Committee in October and the Board in November. The Board Retreat will be on 10/23 from 12 – 4:30pm. Maureen Sullivan will be the guest speaker.

Director's Report

Library Director's Report will be shared in the October Board packet.

Assistant Library Director

Andy Forsyth noted that the Collection Development Policy Draft added language that aligned with criteria mandated by the State of Connecticut. Andy presented the Art in the Library Policy. **Motion to approve the Art in the Library policy was made by Paul Mellinger, seconded by Dave Smith and unanimously approved.**

Staff Spotlight

Children's Services (CS) Department Head, Kristina Lareau, provided the Staff Spotlight for the Board. Kristina has been the CS Department Head at Ridgefield Library for 6 years. She described all the various types of materials that are circulated by the Library including print, non-print and digital materials. Kristina reviewed the selection process, how materials are ordered and how they are cataloged and processed.

Friends of the Ridgefield Library

Tom Madden reported that the Friends book sales are up over last year. He gave an overview of how donations are processed and what determines if a book is sold at a physical book sale versus online through Amazon. Books that are not sold may be donated to nonprofit organizations including the local food pantry. In October there will be the large Children's and General book sale. Tom reminded the Board to please make sure and join the Friends.

Development

Development Director Jane Lindenberg thanked the Board for writing personalized notes for the Annual Appeal. Over 7,500 appeals were mailed out. Thank you to the Board members who helped with assembly. LYL Family Day will be on 9/30. Tote bags with bookmarks and newly designed car magnets will go out to the first 100 families who attend. The Friends will match donations made by new donors that up to \$1,000. Wild Game dinner will be on 10/27. Hot Stove with Gary Cohen is being planned for February. Development is working on a women's event in March. More information to come.

Finance Committee

Treasurer Paul Mellinger reported that the Library's investments are down, but are performing slightly better than the index. There will be a portfolio review in October with Bar Harbor and UBS. The Finance Committee has approved an amended Investment Policy. This policy will be brought to the Executive Committee to review.

Communications Committee

Jennifer Crowl provided a Communications update. A patron expressed gratitude for the Community Builders story time. The Summer Reading theme was All Together Now and these story times help make connections between patrons and the community. Over 1,500 people registered for Summer Reading. There were 90 programs with over 4,000 participants. The Library's 2022 Story Walk throughout town won an award from the State Library.

Technology Committee

The Technology Committee is working on FY 2024-2025 Capital requests.

Cultivate Motivated Staff

Andy Forsyth noted that the Library is in the process of interviewing candidates for the part time Circulation Assistant position. The Teen Librarian position will be reposted.

The next Board meeting is scheduled for October 23rd, after the Board Retreat. **Motion made, seconded, and approved to adjourn the meeting.** Meeting adjourned at 8:50 p.m.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant