

Ridgefield Library Board Meeting
November 13, 2023

Present: Nicole Agius; Brian Egge; Art Leaderman; Bill Magill; Tom Main; Danielle McGrogan; Paul Mellinger, Treasurer; Gary Rapp; 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; Jennifer Lynn Brakenwagen

Absent: Jennifer Crowl; Marge Davidson, Secretary; Jeet Sandhu;

Call to Order

The meeting was called to order at 7:31 pm by Vice Chair, David Smith.

Approval of Minutes

Motion made, seconded and approved to accept the minutes of the October 23, 2023 Library Board meeting as submitted.

Public Comment

Jennifer Lynn Brakenwagen addressed the Library Board during public comment.

Executive Session

Vice Chair David Smith called for a motion to enter Executive Session to discuss a Personnel Matter at 7:37 pm. Motion made, seconded, and approved. Motion to end Executive Session at 7:57 pm was made, seconded, and approved. No action was taken.

Chair's Announcements

Chair Carrie Wells updated the Board on the Automatic Materials Handling System. She presented a slideshow of the 6 options that were explored. The AMHS working group recommends the Tech Logic system. The Library is waiting to find out when the Town Library Agreement will appear on the Board of Selectperson's agenda.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. October was a very busy month at the Library with over 100 children participating in the annual Halloween parade.

Friends of the Ridgefield Library

No report given.

Financial & Operational Sustainability

Audit Committee – David Smith called for a motion to approve the draft Fiscal Year 2022-2023 Financial Statements prepared by the Library auditors. Motion made, seconded and approved.

Financial: Finance Committee – Paul Mellinger introduced the Investment Policy Statement and reviewed the changes made. **Motion to approve the updated Ridgefield Library Investment Policy Statement was made, seconded, and approved.** Paul Mellinger, Brenda McKinley, and Carrie Wells will meet in December with the Town to discuss the fiscal year 2024-2025 budget submission.

Development Committee – Jane Lindenberg noted that the Annual Appeal is tracking close to last year with some new Guardian Society donors. Holiday Toast to You invitations were mailed out. Wild Game Dinner revenue increased over last year. The After Dark Adventures fundraiser will be on 1/19 and 1/20. Hot Stove with Gary Cohen is planned for 2/25. Cocktails and Conversation fundraiser with Babs Costello and Fran Hauser in March has three local sponsors. Gala Co-chairs have been announced. They are Jen and Rich Carter and Jeroen and Valerie van Beek. Honorary co-chairs will be Philip and Christine Lodewick and Paul and Dewey McNamara. Development is going forward with a Children’s Mural fundraiser. The Library Guest Bartender event is scheduled for 6/20.

Technology – New security cameras that were part of current year (FY24) Capital Improvement Plan appropriation have arrived and will be installed. Capital requests for the FY25 budget are being will include laptops for the Technology Center, public use, Program Rooms and Zoom Carts as well as a locking, storage charging cart.

Communications – Talking points are located on OneDrive. The Board is looking for Board Member volunteers to introduce programs at the Library. A sign-up sheet will be placed on OneDrive.

Cultivate Motivated Staff

Bernda McKinley announced that Bonnie Bookspan has been hired and has started as the new Children’s Services Assistant. Erica Redfern, has been hired as the new Teen Services Librarian and will begin after Thanksgiving. Current posting for part-time Shelver position.

The next Board meeting is scheduled for December 18, 2023. **Motion made, seconded and approved to adjourn the meeting at 8:39 pm.**

Respectfully submitted,
Laura Zolotorofe
Executive Assistant