

Ridgefield Library Board Meeting
December 18, 2023

Present: Nicole Agius; Jennifer Crowl; Marge Davidson, Secretary; Brian Egge; Art Leaderman; Bill Magill; Danielle McGrogan; 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; Laura Zolotorofe; Executive Assistant

Absent: Tom Main; Jane Lindenburg, Development Director

Call to Order

The meeting was called to order at 7:35 pm by Chair, Carrie Wells.

Executive Session

Carrie Wells called for a motion to enter Executive Session at 7:36 pm to discuss a personnel matter. Motion made, seconded and approved. Motion to end Executive Session at 7:42 pm was made, seconded and approved.

Approval of Minutes

Motion made, seconded and approved to accept the minutes of the November 13, 2023 Library Board meeting as submitted.

Chair's Announcements

Chair Carrie Wells updated the Board on the Town-Library agreement. The updated agreement will be voted on at a future Town meeting, once the Town Board of Selectpersons approves the draft and sets a Public Hearing and Town Meeting. Carrie will let the Board know when it is on the agenda and hopes to have members present to offer support. A motion was made to allow Chair, Carrie Wells, the power to approve any technical change to the current Town-Library agreement draft, so long as there are no substantive changes. **Motion made, seconded and approved.** Carrie confirmed that the vendor chosen for the AMHS will offer support for the duration of its use. Danielle McGrogan will be stepping down as the Building Committee Chair. That committee will now be headed by David Smith. Dave Smith will be stepping down as Communications Committee Chair. That committee will now be chaired by Anne Marie Squeo. Jennifer Crowl will be stepping down as Development Committee Chair, that position remains open. Carrie reminded the Board to please support the Library's Annual Appeal.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. Erica Redfern, the new Teen Services Librarian has started and is already planning and working with the Teen Advisory Group. Brenda thanked the Friends for sponsoring the Celtic Folk concert. The program was well attended. The annual Noon Year's Eve ball drop at the stroke of noon will take place on 12/30 in the Commons. The Library will be closed on Sunday, 12/31.

Friends of the Ridgefield Library

Tom Madden and the Friends are planning a vote to increase the amount of allocation the Library is gifted. The last Secret Stacks Booksale brought in \$1509. Membership to join the Friends will be available online beginning 1/1/24. The Friends are working with the Development Office to offer "matching" for new donors for specific fundraisers.

Financial & Operational Sustainability

Financial: Finance Committee – Paul Mellinger noted that the Annual Appeal has been strong this year. He highlighted some changes made to the initial budget request to the Town. The Library will be asking for a 3% increase for the 2024/25 year. The budget includes a \$48,000 income challenge. Health insurance costs are an area of uncertainty. The Library will be submitting a Capital Improvement request to the Town for a new Automated Materials Handling System. **Bill McGill called for a motion to approve the Town Budget. Motion made, seconded and approved.**

Development Committee – Brenda McKinley provided the Board with a Development report. The Library has secured a grant from the Morganti Foundation. The Annual Appeal is ahead from last year. Development is working on three upcoming events: After Dark Adventures on 1/19, Hot Stove with Gary Cohen on 2/17 and Cocktails and Conversation with Babs Costello and Fran Hauser on 3/15. The Holiday Toast to You was well attended.

Technology – Kin Welton reported that the Technology Committee is considering updating the A/V equipment for the Program Rooms. The committee is submitting a FY25 Capital Request for new laptops with a storage/charging cabinet.

Communications – Talking points are located on One Drive. For the first quarter of 2024, the Board is encouraging members to please sign up to deliver open remarks at a Library event.

Cultivate Motivated Staff

Bernda McKinley announced that long time employee Candy Dziuba has retired. The Library has 2 Shelver positions open.

The next Board meeting is scheduled for January 22, 2024. **Motion made, seconded and approved to adjourn the meeting at 8:39 pm.**

Respectfully submitted,
Laura Zolotorofe
Executive Assistant