

Ridgefield Library Board Meeting  
February 26, 2024

Present: Jennifer Crowl; Brian Egge; Art Leaderman; Bill Magill; Tom Main; Paul Mellinger, Treasurer; Gary Rapp; Jeet Sandhu; David Smith, Vice Chair; Marc Vigliotti; Carrie Wells, Chair; Kim Welton

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Library Director; Jane Lindenberg, Development Director; Tom Madden, President of the Friends of the Ridgefield Library; Laura Zolotorofe; Executive Assistant; Anthony Cacciola, Network Administrator

Absent: Nicole Agius; Marge Davidson, Secretary; Danielle McGrogan; Anne Marie Squeo

### **Call to Order**

The meeting was called to order at 7:31 pm by Chair, Carrie Wells.

### **Approval of Minutes**

**Motion made, seconded and approved to accept the minutes of the January 22, 2024 Library Board meeting as submitted.**

### **Chair's Announcements**

Chair Carrie Wells noted that the updated Town/Library Agreement was voted on at the February 21<sup>st</sup> Board of Selectpersons meeting and passed. Thank you to current and past Board members who assisted in drafting the agreement. Please complete the Board Assessment by the beginning of March. Carrie would appreciate 100% participation. The Library is looking to fill three Board vacancies for FY 24/25. Any Board Member not planning on returning should notify Brenda or Carrie by March 8<sup>th</sup>.

### **Staff Spotlight**

This month's Staff Spotlight featured Anthony Cacciola. Anthony is the Network Administrator for the building and provided an overview of his role and the technology in the Library. Anthony provides support for the staff, public and Board. He maintains, installs and trouble shoots all computer hardware and software. He is also responsible for all building technology including the digital displays, people counters, printer services, copier leases, filtering software in Children's, the financial software (QuickBooks, Raiser's Edge), HVAC, lighting and the security cameras. He provides training for staff and technical support for Library programs. He is responsible for researching and implementing any Capital Improvement Requests. Anthony keeps a close eye on the Tech budget, making sure the funds are properly appropriated. Anthony has been with the Library for 25 years.

### **Director's Report**

Library Director Brenda McKinley's report was sent in the Board Packet. The Town's Senior Voices Survey is complete and the Library received high marks. First Selectperson Rudy Marconi and Kenn Devane of MineTech will present the findings of the report on 3/12 at the Library. The Library Board Meeting Schedule for the 2024 year was presented to the Board for a vote. **Motion made, seconded and approved to accept the Library Board Meetings for the 2024 calendar year.** The Unattended Child Policy was updated to reflect a change in the CT law. **Motion made, seconded and approved to accept the Unattended Child Policy as written.**

### **Friends of the Ridgefield Library**

Tom Madden provided the Friends of the Ridgefield Library report. The Friends will celebrate their 50<sup>th</sup> anniversary in October and are planning special activities. The Friends are working with a social media consultant to gain more of an

online presence. The Friends have increased their yearly allotment to the Library by \$10,000 and agreed to fund a bench purchase for the Bossidy Commons.

### **Financial & Operational Sustainability**

*Financial: Finance Committee* – The Library intends to pay off a line of credit by the end of the fiscal year. Paul Mellinger will plan for an investment review with the advisor teams in April or May. Next month the Board will be asked to vote on the draft of the 2022 Form 990 Tax Return (the tax return for the 2022-2023 fiscal year).

*Development Committee* – Marc Vigliotti noted that the Hot Stove event raised \$30,000, a \$12,000 increase over last year. The next fundraiser will be Cocktails and Conversation on 3/15. Gala invitations will go out mid-March. If any Board members wish to sponsor, please let Jane Lindenburg know. The Children’s Mural will be unveiled at the June 1<sup>st</sup> Gala. Jane shared a schematic plan and updated the Board on the collaboration with the Maurice Sendak Foundation. There will be 100 tiles for sale, each featuring artwork from Cynthia Meyers.

*Technology* – Brian Egge requested that Board members use their Library emails when sending information to a distribution list. The Library has been loaned a Tech Logic wand used for inventory and will try it on a trial basis. Library printers are being replaced and new color copies are being leased. The Tech Committee is exploring options to upgrade the program rooms sound system.

*Communications*- Carrie Wells noted that the Board introductions to Library programs went well during the first quarter of the year. Another sign-up spreadsheet will be posted.

*Building Committee* – Davide Smith shared an update. The Library is looking to replace the heavily worn red leatherette chairs that are throughout the building. The Library will be reaching out to a consulting firm to discuss space utilization. Andy Forsyth will be writing up a grant application for this and other furniture replacement projects. The committee would like to reopen the discussion on solar panels.

*Governance* - Marge Davidson announced that Paul Mellinger, Carrie Wells and Bill McGill will cycle off the Board in June. New Board Member applications are due March 15<sup>th</sup>. The Library is looking for members with experience in finance, technology and development.

### **Cultivate Motivated Staff**

Full Staff Training Day is schedule for March 22<sup>nd</sup>. Brenda McKinley thanked the Board for their support of the day.

The next Board meeting is scheduled for April 29<sup>th</sup> at 7:30 pm. **Motion made, seconded and approved to adjourn the meeting at 8:34 pm.**

Respectfully submitted,  
Laura Zolotorofe  
Executive Assistant