

Ridgefield Library Hybrid Board Meeting  
March 25, 2024

Ridgefield Library, 472 Main Street, Ridgefield CT 06877

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; Carrie Wells, Chair; Marc Vigliotti.

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Library Director; Shannon Hitchcock, Adult Services Librarian; Kathy Pickle, Technology/Innovation Librarian; Tom Madden, President, Friends of the Ridgefield Library.

Absent: Danielle McGrogan; Kim Welton

**Call to Order**

The meeting was called to order at 7:34 pm by Chair, Carrie Wells.

**Approval of Minutes**

Motion made, seconded and approved to accept the minutes of the February 26, 2024, Library Board meeting as submitted.

**Chair's Announcements**

Chair Carrie Wells introduced Library staff members Shannon Hitchcock and Kathy Pickle for this month's Staff Spotlight re: public-facing technology in the Library.

Carrie announced that Art Leaderman will be leaving the Board effective June 30, 2024. Carrie reviewed the results of the Board survey; discussion ensued regarding feedback, comments and opportunities. Carrie mentioned the results of the recent Ridgefield Senior Survey, in which the Library received top marks from local seniors.

**Director's Report**

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda mentioned preparations for the upcoming solar eclipse and for the Library building 10<sup>th</sup> Anniversary celebration planned for May 4<sup>th</sup>.

**Friends of the Ridgefield Library**

Friends President Tom Madden reported that the Friends will hold their first Board retreat on March 28<sup>th</sup>, with a focus on planning for the upcoming FORL 50<sup>th</sup> anniversary in 2025. The Friends will adjust their Library allocation process for FY25, with the full funding amount to be included in the initial request.

**Finance Committee**

Committee Chair Paul Mellinger reported that the line of credit will be retired by the end of the year. Motion made, seconded and approved to approve the 2022 IRS Form 990 (for fiscal year 2022-2023) as submitted.

**Development Committee**

Brenda McKinley reported on the status of planning for the Great Expectations Gala to be held on June 1<sup>st</sup>, and on the launch of promotion for the Children's Mural.

Committee Chair Marc Vigliotti reported on contacts with local trust and estate lawyers and planned giving strategy. There will be a Development strategy session after the Gala. Discussion.

**Technology Committee**

Committee Chair Brian Egge gave a status update on various technology projects including the Tech Logic inventory wand, program room A/V, copier/printer replacement and the FTTL/CEN grant.

**Communication Committee**

Committee Chair Anne Marie Squeo reported on follow-up from the recent audit of Library communications.

**Governance Committee**

Committee Chair Marge Davidson reported that the Committee has received a large number of qualified applicants for open positions on the Board, with the goal of scheduling interviews prior to the next Board meeting. Discussion.

**Building Committee**

Committee Chair David Smith reported that the Library has applied for a grant from the Richardson Fund for furniture replacement and for a space utilization review by a consultant.

**Cultivate Motivated Staff**

Brenda noted that the Library's annual Staff Training Day was held on Friday, March 22<sup>nd</sup> and she thanked the Board for their support for this important staff development initiative.

The next Board meeting is scheduled for April 29th. Motion made, seconded and approved to adjourn the meeting. Meeting adjourned at 8:50 pm.

Respectfully submitted,  
Andy Forsyth  
Assistant Library Director