

Ridgefield Library Board Meeting  
April 29, 2024

Present: Nicole Agius; Marge Davidson, Secretary; Brian Egge; Art Leaderman; Bill Magill; Tom Main; Danielle McGrogan; Paul Mellinger, Treasurer; Gary Rapp; Jeet Sandhu; Dave 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 Lindenberg, Development Director; Tom Madden, President of the Friends of the Ridgefield Library; Laura Zolotorofe; Executive Assistant

Absent: Jennifer Crawl

### **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 March 25, 2024 Library Board meeting as submitted.**

### **Chair's Announcements**

Chair Carrie Wells announced that the Library would be celebrating the 10<sup>th</sup> year anniversary of the new building on May 4<sup>th</sup> in the Bossidy Commons. All Board Members are invited to attend. On 5/6 there will be a Town meeting with a hand vote for Capital Items under \$100,000. On 5/14, there will be the Town Budget Referendum. The Library's Automatic Material Handling System request will be bundled with other Town items. Congratulations to Andy Forsyth for being given the Community Service Award by Founders Hall. Andy leads a monthly book group there.

### **Executive Session**

**Motion was made, seconded and approved to go into Executive Session at 7:34 pm to discuss Board Candidates. Library Staff were invited to stay. Motion to exit Executive Session was made, seconded and approved at 7:53 pm.**

### **Director's Report**

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda outlined the events planned for the 10<sup>th</sup> anniversary celebration on 5/4. She updated the Board on the US Department of Justice accessible parking compliance review of the Town of Ridgefield downtown Main Street area and the inclusion of the Library-Theater parking lot.

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

Tom Madden discussed membership options and asked all Board members to consider joining the Friends. From 5/17-5/20 the Friends will have their large book sale in the Lower-Level program rooms. Over 30,000 items will be on sale. The Friends have decided to increase their yearly donation to the Library by \$10,000 to a total of \$50,000.

### **Financial & Operational Sustainability**

*Financial: Finance Committee* – Paul Mellinger reported that Development has done well with fundraising in April, but there is still a budget gap. Library investments are in line with the benchmarks set. There will be a semi-annual review of the UBS and Bar Harbor portfolios. The UBS line of credit will be paid down by the end of the year.

*Development Committee* – Jane Lindenburg announced that the Gala is sold out. Half of the tiles for the mural in Children’s have been sold. May 4<sup>th</sup> is the last day to purchase a tile and there will be a social media promotion to spread the word. Marc Vigliotti thanked members for providing introductions to local estate attorneys.

*Technology* – Brian Egge reported that the Library tested a TechLogic inventory wand and found it to be a valuable tool. Thank you to the Friends who have agreed to purchase one for the Library. Anthony Cacciola set up four new color copiers. A grant through CEN will be used to update the Wi-fi system. Brian provided information on the Acorn app.

*Communications*- No update provided.

*Building Committee* – The Library applied for a Richardson grant and expects to hear back in July.

**Cultivate Motivated Staff**

Brenda McKinley was attending the CLA conference. She noted that this is Andy Forsyth’s second year as co-chair. Brenda complimented the staff for their contributions to the conference. The Library has staff attending and presenting in this year’s conference.

The next Board meeting is scheduled for May 20 at 7:30 pm. **Motion made, seconded and approved to adjourn the meeting at 8:29 pm.**

Respectfully submitted,  
Laura Zolotorofe  
Executive Assistant