

Ridgefield Library Board Meeting
September 30, 2024

Present: Marge Davidson, Secretary; Brian Egge; Paul Hastings; Tom Main; Gary Rapp, Chair; David Smith, Vice-Chair; Katie Spreng; Anne Marie Squeo; Marc Vigliotti; 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: Nicole Agius; Krystyl Brown; Jennifer Crowl; Lin Jamison; Danielle McGrogan; Jeet Sandhu

Call to Order

The meeting was called to order at 7:01 pm by Chair, Gary Rapp.

Approval of Minutes

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

Chair's Announcements

Chair Gary Rapp encouraged Board members to attend meetings in person whenever possible. The Board Retreat is being planned for January. Gary will be setting up a one-on-one meeting with each Board member.

Staff Spotlight

Karen Kazzi, the Inter Library Loan Coordinator, explained the ILL service and the two delivery systems used by the Ridgefield Library. The program allows patrons to request and receive materials that are unavailable at the Ridgefield Library. The Library also provides materials requested by other libraries. In FY 2023-2024, 29,000 items were procured for patrons not available in the Library database. Only Ridgefield Library card holders can participate in this service. Karen also sources books for 20-25 community book clubs, 9 that are in-house Library clubs.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda McKinley will have information on the Library's roll out plan to go fine free in November at the next Board meeting. The Curious Mind Scholarly series is going well. On 10/24, Dr. Heidi Hammel will present a program on the James Webb Space Telescope.

Friends of the Ridgefield Library

Tom Madden talked about the upcoming October Friends book sale. A representative from the Friends has been making introductions at events that are underwritten by the organization.

Financial & Operational Sustainability *Financial: Finance Committee* – Gary Rapp provided an overview of the Library's finances. He noted that building expenses are high. There will be a portfolio review scheduled with Bar Harbor and UBS in late October or early November. All Board members will be invited to attend.

Development Committee – Jane Lindenberg's Development notes are on One Drive. The Annual Appeal has been mailed out. The Donor Appreciation Brunch on 9/29 had a fantastic turnout. The children of attendees were welcomed in the Children's Library where supervised activities were planned. Alison Greeley and Sandy Corday were honored with the Paccadolmi Award. Cythia Meyers spoke about the Children's Mural. Dean and Theresa Miller will be the 2025 Gala honorees. The Gala is a scheduled for May 31, 2025.

Community Engagement

Technology – Brian Egge reported that laptops in the STEAM Corner have replaced all desk top computers. This was funded through a Capital Improvement Plan by the Town. Novus installed new wi-fi access points, including 2 external access points. Patrons can now access wi-fi throughout the Library campus. Tech Recycling will take place in January. The Technology Committee will be working on upcoming CIP requests that include updates to the program room sound system.

Building Committee – David Smith noted that the Building Committee met to discuss the Richardson Grant which Library received to update furniture. A plan will be developed for replacing key components of the HVAC system.

Cultivate Motivated Staff

Brenda McKinley reported that two staff members have retired. The Circulation Assistant position has had a first round of interviews. The Adult Programming Assistant position has been reposted. An intern was hired through the Goldstone Foundation for 12 weeks to support projects in the Tech Center. The Staff Wellness Committee has been organizing celebrations and acknowledgements for staff milestones.

The next Board meeting is scheduled for October 28th. **Motion made, seconded and approved to adjourn the meeting at 7.53 pm.**

Respectfully submitted,
Laura Zolotorofe
Executive Assistant