

Ridgefield Library Board Meeting
October 28, 2024

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

Call to Order

The meeting was called to order at 7:05 pm by Chair, Gary Rapp.

Approval of Minutes

Motion made, seconded and approved to accept the minutes of the September 30th Library Board meeting as submitted.

Chair's Announcements

Chair Gary Rapp will send out an email to all Board members with times listed for one-on-one meetings.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. On 10/24, Dr. Heidi Hammel presented a talk on the Webb Telescope to nearly 150 people at the Library. Thank you to the Friends for providing gently used books for the Halloween Walk on 10/26. Teen Librarian Erica Redfern and some TAG volunteers handed them out on the Library lawn. The Library will join other libraries in Connecticut and become fine free on November 1st. Brenda updated the Board on the roll out plan and included talking points.

Friends of the Ridgefield Library

Tom Madden gave a report on the October book sale. The amount collected was less than last year's fall sale, but the Friends are still bringing in money with online and monthly Secret Stacks sales. Tom will be attending a meeting on 11/14 with other Friends organizations to discuss how to solicit book donations. The Friends are celebrating their 50th year.

Financial & Operational Sustainability *Financial: Finance Committee* – Gary Rapp noted that the finances for the Library are tracking well. There are two meetings set up with the Library's investment advisors. Gary encouraged all Board members to attend.

Development Committee – Jane Lindenberg's Development notes are on One Drive. The Gala's honorees, Theresa and Dean Miller, were announced to the public. The first meeting of the Gala Committee will be on 11/14. A "Save The Date" will be mailed the first week of January and tickets will go on sale in early March. Jane will work on securing sponsors. The Annual Appeal is on track and another social media push will go out in December. Jane is working with Books on the Commons for the Library Days event over Thanksgiving weekend. For Giving Tuesday, the Friends will match first time donations up to \$2,500.

Governance Committee – The Governance Committee has been editing the Library's By-Laws. The current draft is in One Drive. This will be discussed in depth and voted on by the Board at the November meeting. If the By-Laws

receive 2/3 of the vote, it will be voted on again at the December meeting. Brenda asked all Board members to review them. Jennifer Crowl requested to see changes that were made from the current document. Brenda McKinley will provide that.

Community Engagement

Technology – Brian Egge and the Technology Committee are reviewing the CIP request for FY 2026. Brian explained the purpose of One Drive and how to access and upload files. He handed out an explanatory sheet.

Building Committee – Brenda McKinley gave an overview of the CIP projects that will be submitted to the Town. The Library is waiting on quotes to replace chairs from a furniture vendor.

Cultivate Motivated Staff

Brenda McKinley reported that Christopher Quinn has been hired as a new Circulation Assistant. The second round of interviews are being held for the Adult Programming Assistant open position.

The next Board meeting is scheduled for November 18th. **Motion made, seconded and approved to adjourn the meeting at 7:46 pm.**

Respectfully submitted,
Laura Zolotorofe
Executive Assistant