

Ridgefield Library Board Meeting
December 16, 2024

Present: Nicole Agius; Krystyl Brown; Jennifer Crowl; Brian Egge; Paul Hastings; Lin Jamison; Danielle McGrogan; 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, Friends of the Ridgefield Library.

Absent: Marge Davidson, Secretary; Tom Main; Gary Rapp, Chair/Interim Treasurer; Jeet Sandhu.

Call to Order

The meeting was called to order at 7:00 pm by Vice-Chair David Smith.

Approval of Minutes

Motion made, seconded and approved to accept the minutes of the November 18, 2024, Library Board meeting as submitted.

Chair's Announcements

Vice-Chair David Smith conveyed comments from Chair Gary Rapp: Reminder that the annual Board Retreat will be held on January 27, 2025, at Keeler Tavern Museum & History Center; Board Members are encouraged to complete the pre-Retreat survey.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda McKinley provided an update on the progress of the AMHS project, targeted for completion in May 2025; the Library's Collection Management Department Head John Casiello and his wife Alessandra welcomed a baby boy in early December; the annual Noon Year's Eve celebration for families will be held on December 31st in the Bossidy Commons.

Friends of the Ridgefield Library

Friends President Tom Madden reported that the next Secret Stacks book sale will be held on January 11, 2025, and that distribution of books at the Town Social Services Food Pantry continues.

Technology Committee

Committee Chair Brian Egge reviewed the Library's FY26 capital request for technology. Discussion.

Building Committee

Committee Chair David Smith reported on the Library's FY26 capital request for building items. Discussion.

Financial & Operational Sustainability

Development Committee – Development Director Jane Lindenberg reported on recent meetings with donors and other supporters of the Library and provided an update on the status of collaboration with the Maurice Sendak Foundation. The Annual Appeal and Guardian Society membership are ahead of prior year. The next meeting of the Gala Committee will be held on January 14. Development notes are on One Drive.

Finance Committee – Committee Member Brian Egge provided an overview of the Library's FY 26 operating budget request. Discussion. **Motion made, seconded and approved to accept the Library's FY26 operating budget and capital requests as presented.**

Audit Committee—Committee Chair Nicole Agius shared the draft financial statements from the auditors via email.
Motion made, seconded and approved to accept the draft documents as presented.

Governance Committee

Library Director Brenda McKinley referenced the discussion of the updated Bylaws and vote to approve the updated document at the November 18th Board meeting. Per By-Laws, a second vote is needed as final approval of this change.
Motion made, seconded and approved to accept the draft Bylaws as submitted.

Staffing Updates

Library Director Brenda McKinley reported on the recent Staff Holiday Party held on December 13.

The next Board meeting will be the annual Board Retreat scheduled for January 27, 2025, at the Keeler Tavern Museum & History Center. **Motion made, seconded and approved to adjourn the meeting at 7:36 pm.**

Respectfully submitted,
Andy Forsyth
Assistant Library Director