

Ridgefield Library Board Meeting  
November 18, 2024

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

### **Call to Order**

The meeting was called to order at 7:00 pm by Chair, Gary Rapp.

### **Approval of Minutes**

**Motion made, seconded and approved to accept the minutes of the October 28, 2024 Library Board meeting as submitted.**

### **Chair's Announcements**

Chair Gary Rapp discussed the upcoming Board Retreat which will be on January 27<sup>th</sup> at the Keeler Tavern from 12 – 4:30 pm. Gary will send out a survey to all Board members to help with planning the events for the day. The Executive Committee has decided to postpone updating the Strategic Plan until Spring 2025. Gary encouraged Board members to join the Friends of the Ridgefield Library. David Smith will chair the December meeting. The Board will vote on the FY 26 budget in December.

### **Director's Report**

Library Director Brenda McKinley's report was sent in the Board Packet. On 12/5 Nick Donofrio will be the closing keynote speaker for the Library's series, *The Curious Mind: Exploration and Discovery*.

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

Tom Madden reported that the large book sale in October brought in \$17,000. The Friends will continue to have their monthly Secret Stacks sale. The next large book sale will be in April 2025.

**Financial & Operational Sustainability** *Financial: Finance Committee* – Gary Rapp and the Finance Committee have been working on the budget. On 12/9 there will be a final budget review at 6:30 pm. Gary and Brenda will meet with Kevin Redmond, Town Controller to discuss the proposal. Gary reviewed the budget request with the Board. Discussion followed. The Board will vote on the budget at the December meeting.

*Development Committee* – Jane Lindenberg has been meeting with the Gala Committee. Library Days at Books on the Common will take place over Thanksgiving weekend. Giving Tuesday will be on December 3<sup>rd</sup>. There will be an Annual Appeal push in December.

*Audit Committee* – Nicole Agius presented the results of the 11/11/24 meeting with the Auditors to review the FY24 draft financial statements. The Board will vote on the draft at the December meeting.

*Governance Committee* – Marge Davidson shared marked up copies of 2014 Library Bylaws. Major changes were noted and discussed. **Motioned made, seconded and approved to accept the revised Bylaws as presented. Motion passed unanimously.**

**Community Engagement**

*Technology* – Brian Egge reviewed plans to update the sound system for the Library program rooms. Anthony Cacciola replaced the Zoom cart microphones. A wireless inventory wand was purchased for the Library by the Friends.

*Building Committee* – David Smith reviewed the Capital Requests for the building. The Library will be purchasing new chairs with money obtained from the Richardson grant.

**Cultivate Motivated Staff**

Brenda McKinley reported that Michaela Penna has been hired as the new Adult Programming Assistant.

The next Board meeting is scheduled for December 16th. **Motion made, seconded and approved to adjourn the meeting at 8:19 pm.**

Respectfully submitted,  
Laura Zolotorofe  
Executive Assistant