

Ridgefield Library Board Meeting
February 24, 2025

Present: Nicole Agius; Krystyl Brown; Marge Davidson, Secretary; Brian Egge; Lin Jamison; Tom Main; 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

Absent: Jennifer Crowl; Paul Hastings; Danielle McGrogan

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 January 27, 2025 Library Board meeting as submitted.

Chair's Announcements

Chair Gary Rapp thanked the Board members who attended the Board Retreat and those who attended the annual budget meeting with the Town. Gary proceeded with a recap of the Retreat and shared feedback from members. Discussion followed.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. She noted that updates were made to the Meeting Room Policy document and asked all members to review. A vote will be requested at the March meeting. An updated State Charter will need to also be voted on in March. The documents are available on One Drive. Please review.

Friends of the Ridgefield Library

Tom Madden noted that the last two Secret Stack book sales went well. The large book sale will take place in April. This year is the 50th anniversary of the Friends organization.

Community Engagement

Building Committee - Members of the Building Committee met with the service manager from Swan, the Library's HVAC company, to discuss problems, potential solutions and possible maintenance upgrades. David Smith shared his report. The Library is working with Creative Library Concepts to use funding from the Richardson Grant to replace worn furniture throughout the building.

Technology Committee – The Technology Committee are developing a project plan for website updates.

Financial & Operational Sustainability

Financial: Finance Committee – Gary Rapp noted that the Finance Committee did not meet this month, but that investments are tracking well. The building operational expenses are overspent for the year to date with higher-than-normal electricity bills.

Development Committee – The Development Committee has been working on exploring planned giving options with the focus on long time donors. A plaque acknowledging Morris Society donors will be dedicated in September. Jane Lindenberg asked Board members to help with finding Gala sponsors. Jen Mulhern has been looking at alternate donor databases to replace Raiser's Edge.

Cultivate Motivated Staff

Brenda McKinley shared that the Library is close to hiring the open part-time Adult Services Assistant position. Heather Dixon, the Children's Services Librarian, is relocating at the end of March. Her position will be posted. Board recruitment for FY 26 will start soon.

The next Board meeting is scheduled for March 24th. **Motion made, seconded and approved to adjourn the meeting at 8:15 pm.**

Respectfully submitted,
Laura Zolotorofe
Executive Assistant