

Ridgefield Library Board Meeting
March 24, 2025

Present: Jennifer Crawl; Marge Davidson, Secretary; Paul Hastings; Lin Jamison; Tom Main; Danielle McGrogan; Gary Rapp, Chair; Jeet Sandhu; Dave Smith, Vice Chair; Katie Spreng; Anne Marie Squeo; Marc Vigliotti; Kim Welton

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Library Director; Jane Lindenburg, Development Director; Tom Madden; President of the Friends of the Ridgefield Library; Laura Zolotorofe; Executive Assistant

Absent: Nicole Agius; Krystyl Brown; Brian Egge

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 February 24, 2025 Library Board meeting as submitted.

Staff Spotlight

Teen Services Librarian Erica Redfern provided an overview of the Teen Center at the Library. Erica joined the staff in November 2023 and explained how she engages teens in the community through book clubs and weekly programs. Erica runs 3-4 programs per week, along with a popular drop-in one on Fridays with games and snacks. She also oversees TAG (Teen Advisory Group), a volunteer program for teens.

Chair's Announcements

Chair Gary Rapp announced that the Communication Committee will no longer be an operating Board committee.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda shared the Meeting Room Policy from 2014 and the updated version that the Board reviewed. The policy is now a standalone document, separate from the Rental Use Agreement. Discussion followed and a small amendment was made.

Motion was made, seconded and approved to accept the Meeting Room Policy as amended.

Brenda provided the Board with a brief overview of the State Charter and the reason why it is being updated. No further discussion ensued.

Motion was made, seconded and approved to accept the State Charter as written.

Friends of the Ridgefield Library

Tom Madden briefed the Board on the upcoming large book sale in April. The monthly Secret Stacks sales have been profitable. Internet sales are down. The Friends voted to contribute \$50,000 to the Library for the upcoming year. They will also cover the cost of replacing the worn red chairs in the Friends Reading Room of the historic Morris Building.

Community Engagement

Governance Committee – Marge Davidson and the Governance Committee have received 11 completed applications for open Board positions. The Committee will begin scheduling interviews.

Technology Committee – No update provided.

Building Committee – Dave Smith noted that the chairs for the Upper Level have been ordered.

Financial & Operational Sustainability

Development Committee – Jane Lindenburg thanked everyone who sponsored or purchased tickets for the Gala. Promotion is underway and Jane requested that members like, comment or share information on social media. The Development Committee is working on a planned giving initiative and will be reaching out to donors who may be interested in joining the Morris Society. Jane thanked Jeet Sandu and the members who attended the cocktail tasting for the Gala.

Financial: Finance Committee – Gary Rapp noted that the finances are tracking evenly. Building expenses are over, due to higher-than-normal electric bills. There will be two separate investment reviews in May, one with Bar Harbor and one with UBS. The draft 2024 IRS Form 990 (for FY2023-2024) has been shared with the Board. In April, the Finance Committee will vote to approve the draft 990 and then ask the Board to vote on it. Once approved by the Board, the accountants will finalize and file the 990.

Cultivate Motivated Staff

Brenda McKinley announced that Jane Mossa has been hired to fill the part-time Adult Services Assistant position. The Library is interviewing for the open Children's Services Librarian position. Brenda thanked the Board for their support with the Full Staff Training Day on 3/14.

The next Board meeting is scheduled for April 24, 2025. **Motion made, seconded and approved to adjourn the meeting at 8:18 pm.**

Respectfully submitted,
Laura Zolotorofe
Executive Assistant