

Ridgefield Library Board Meeting
June 23, 2025

Present: Nicole Agius; Krystyl Brown; Marge Davidson, Secretary; Brian Egge; Paul Hastings; Danielle McGrogan; Gary Rapp, Chair/Interim Treasurer; Jeet Sandhu; 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; Catherine Brown; John Greenleaf; Joseph Loonan, Michael Scheer; Meg Soffen

Absent: Jennifer Crowl; Lin Jamison; Tom Main; Dave Smith

Call to Order

The meeting was called to order at 7:02pm by Chair, Gary Rapp.

Approval of Minutes

Motion made, seconded and approved to accept the minutes of May 19, 2025 and the June 10, 2025 Library Board meeting as submitted.

Motion made, seconded and approved to edit the Board Schedule of Meetings to remove the July 28, 2025 Board meeting.

Chair's Announcements

Gary Rapp welcomed oncoming Board members to this meeting. Gary thanked the members leaving the Board for their hard work. Members exiting include Jennifer Crowl, Marge Davidson, Danielle McGrogan, Jeet Sandhu, Dave Smith and Marc Vigliotti.

Executive Session

Motion was made, seconded and approved to enter Executive Session at 7:05pm for the Library Director's Annual Review.

The Board returned to the public at 7:38pm.

Motion was made, seconded and approved to approve the Library Director's Annual Compensation as discussed in Executive Session.

Motion called to approve acceptance of the gift from the Friends of Maurice Sendak Foundation, Inc (FOMSF) of a Maurice Sendak Foundation Tribute Bronze Sculpture per the Library's Gift Acceptance Policy and as described in the FOMSF "Project Memo" to be placed on the Library's front lawn as marked (to the right of the Morris Building to be seen from Main Street and Prospect Street). The project remains dependent on the FOMSF securing necessary fundraising and intellectual property rights as described in the Project Memo. Final Agreement between the Library and FOMSF will include a restricted gift from FOMSF to the Library for on-going maintenance and insurance costs. Motion seconded and approved.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. The installation of the new AMHS system is complete. Thank you to all Board members who worked on this project. New chairs were delivered after the Gala. On Friday, June 27th a special thank you breakfast for the Friends of the Ridgefield Library will be held. The Library will be receiving a second installment of the Richardson Grant to upgrade furniture. Brenda would like to apply for a matching grant from the State.

Motion to approve the Library Director, Brenda McKinley, applying for a matching State Grant through the CT State Library to accompany the Richardson Grant was made, seconded and approved.

Friends of the Ridgefield Library

Tom Madden gave the Friends report. The Friends made a matching grant for the paddle raise at the Gala. The Friends also provided a check to cover the cost of the new chairs purchased for the Friends Reading Room. Tom encouraged new Board members to join the Friends organization.

Community Engagement

Building Committee – No report given.

Technology Committee – Brian Egge reported that the network video recorder needs to be replaced. He updated the Board on the FY26 technology Capital projects.

Financial & Operational Sustainability

Development Committee – Jane Lindenburg thanked the Gala Committee and co-chairs for their help planning a successful Gala. Development is working on a last push for the FY25 Annual Appeal. Development will be below their goal this year, primarily due to less events and a smaller Gala. Katie Spreng will be the new Development Chair. Development is working on cultivating major donors. The Morris Society plaque will be installed in September. Guest Bartender night will be on June 26th at the Lantern. All Board members are encouraged to attend. Appreciation given to Marc Vigliotti, outgoing Development Chair.

Financial: Finance Committee – Gary Rapp noted that Library revenue is lagging. This is attributed to the timing of the Gala. The building is over budget, primarily due to electrical costs. An investment draw was taken at the end of May. An adjustment to how the Library receives payments from the Town over the summer was made. Paul Hastings reported that Bar Harbor and USB portfolio reviews were conducted in May.

Governance Committee – Marge Davidson called for a motion to approve term renewals.

Motion made, seconded and approved to renew a second 3-year term for Gary Rapp, Kim Welton and Nicole Agius.

Cultivate Motivated Staff

Brenda McKinley announced the retirement of Circulation Assistant, Phyllis Campbell. The Library is conducting the second round of interviews for a Circulation and Children's Services Assistant position. A position for a Shelver has been posted.

The next Board meeting is scheduled for August 25, 2025. **Motion made, seconded and approved to adjourn the meeting at 8:25pm.**

Respectfully submitted,
Laura Zolotorofe
Executive Assistant