

Ridgefield Library Board Meeting
October 27, 2025

Present: Nicole Agius, Secretary; Cathy Brown; Brian Egge, John Greenleaf; Paul Hastings, Treasurer; Tom Main; Gary Rapp, Chair; Michael Scheer; Meg Soffen; Katie Spreng; Ann Marie Squeo; Kim Welton, Vice-Chair

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

Absent: Krystyl Brown; Joseph Loonan; Jane Lindenburg, Development Director

Call to Order

The meeting was called to order at 4:47 pm by Chair, Gary Rapp.

Approval of Minutes

Motion made, seconded and approved to accept the minutes of September 29, 2025, Library Board meeting minutes with one minor correction.

Chair's Announcements

Chair Gary Rapp thanked members of the Board for participating in the Library Board Retreat.

Executive Committee

Kim Welton facilitated a presentation on noteworthy facts about the Library.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda noted that at the November Board meeting, there will be a vote on the following documents required by the State of Connecticut: An updated Collection Development Policy, Program Policy, Display Policy and Request for Reconsideration Policy. The Request for Reconsideration Form is included for informational purposes, it is not voted on by the Board. Please email Brenda with any questions.

Friends of the Ridgefield Library

Tom Madden reported that the large October book sale was successful. Internet sales were lagging but are back on track.

Audit Committee

The Audit Committee met with the CliftonLarsenAllen (CLA) auditors. Nicole Agius noted that they delivered an unmodified opinion (which is the highest possible) and no material adjustments were made to the financial statement. The auditors were very complimentary of the Library staff. The Board will need to vote to accept the financial statements at the November Board meeting.

Financial & Operational Sustainability - Development Committee – The donor event in September was well attended. The Gala Committee met in September. There will be a Morris Society Coffee on 12/4. Library Days at Books on the Commons will be on 11/29. The Annual Appeal is tracking well.

Financial: Finance Committee – Paul Hastings noted that the Library took a withdrawal from the UBS investments. Passport revenue is down. Salaries are under budget and electrical costs are higher than budgeted. Investments are tracking well. The Finance Committee is working on the FY27 budget.

Technology – Brian Egge discussed spear phishing scams and asked members to always use Library email when communicating. Brian will present information on cyber security at the November Board Meeting.

The next Board meeting is scheduled for November 17, 2025.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant