

Ridgefield Library Board Meeting
December 15, 2025

Present: Nicole Agius, Secretary; Cathy Brown; Krystyl 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: Joseph Loonan; Jane Lindenburg, Development Director

Call to Order

The meeting was called to order at 7:05 pm by Chair, Gary Rapp.

Approval of Minutes

Motion made, seconded and approved to accept the minutes of November 17, 2025, Library Board meeting minutes as written.

Chair's Announcements

Chair Gary Rapp thanked members of the Board for their assistance with Library Days at Books on the Commons. Gary shared the Board members who volunteer for the 2 Ad Hoc committees that will begin in January.

Executive Committee

Nicole Agius and Kim Welton facilitated a team building exercise and a presentation on noteworthy facts about the Library.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. The A/V upgrade for the Programs Room has begun. The Library received a matching grant from the state to accompany the Richardson Grant. The popular Noon Year's Eve balloon drop for families will be on 12/31 at 12pm.

Friends of the Ridgefield Library

Tom Madden reported that the December Secret Stacks sale brought in \$1,200. The Friends pledged to match first time donors at the Library Days event.

Financial & Operational Sustainability - Development Committee – Katie Spreng provided the update for Development. The Annual Appeal is tracking in line with last year's. The Morris Society coffee took place in early December. The Gala Committee is working on sponsorships. Development Associate, Jen Mulhern, is retiring at the end of December, and the Library is working on filling the position.

Financial: Finance Committee – Paul Hastings noted that the budget is tracking well for the year. Passport revenue is down. Electricity costs are less than last year at this time. The Library is requesting a 3.5 % increase from the Town. This leaves the Library with a \$36,000 income challenge. Finance Committee recommends that the UBS draw on investments increase to 5.5%. John Greenleaf stated that investments are up. He is exploring some investment goals with Bar Harbor and UBS.

Motion made, seconded and approved to accept the Fiscal Year 2026-2027 Operating Budget request, including an increased investment draw to 5.5% from 4%.

Motion made seconded and approved to accept the Fiscal Year 2026-2027 Capital Budget request.

Technology – No updates.

Building – No updates.

Cultivate Motivated Staff

The Library is looking to fill the Development Associate position. Michell Schaffer, the Adult Programming Assistant, will be leaving in February. The Library will look to fill an open part time position for Children's.

The next Board meeting is scheduled for January 26, 2026.

Meeting adjourned at 8:16 pm.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant