

Ridgefield Library Board Meeting
November 17, 2025

Present: Nicole Agius, Secretary; Cathy Brown; Krystyl Brown; Brian Egge, John Greenleaf; Paul Hastings, Treasurer; Joseph Loonan; 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; Jane Lindenburg, Development Director; Tom Madden, President of the Friends of the Ridgefield Library; Laura Zolotorofe; Executive Assistant

Call to Order

The meeting was called to order at 7:04 pm by Chair, Gary Rapp.

Approval of Minutes

Motion made, seconded and approved to accept the minutes of October 27, 2025, Library Board meeting minutes as written.

Chair's Announcements

Chair Gary Rapp thanked members of the Board for their participation at the Board Retreat. Gary is looking to form two new Ad Hoc committees. One to propose next steps from the Board Retreat work and brainstorming and one to review the Library's Strategic Plan. Please let Gary know if you are interested in joining.

Executive Committee

Kim Welton facilitated a presentation on noteworthy facts about the number of programs the Library holds each year.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda had asked the Board to review and vote on the policies that were placed in the Board folder. The updated and new policies are required by recent State of CT Legislation and have been approved by the CT State Library. A brief discussion took place.

Motion was made, seconded and approved to accept the updated Collection Development Policy and the new Program Policy, Display Policy and Request for Reconsideration Policy as written and reviewed by Brenda McKinley and approved by the Connecticut State Library.

Friends of the Ridgefield Library

Tom Madden reported that the large October book sale brought in just over \$17,000. There was a Secret Stacks sale in November. The last one for the year will be on December 13th. Tom Madden will attend a Friends of the CT Libraries meeting to discuss fundraising. The Friends will match up to \$2500 for first time Library donors at the end of the year and will match up to \$1000 of donations made during Library Day at Books on the Commons.

Audit Committee

Motion was made, seconded and approved to accept the updated draft FY25 Financials dated 10/28/2025.

Financial & Operational Sustainability - *Development Committee* – The donor database migration to Bloomerang is complete. The Annual Appeal has been strong. The Morris Society donor event will be on 12/4. Jane Lindenburg encouraged Board members to attend. Michael Scheer will coordinate Board volunteers to stand outside Books on the Commons for Library Day on 11/29.

Financial: Finance Committee – Paul Hastings provided the report. Operations are under budget, primarily due to a draw from UBS the Library took to help cover expenses. The Finance Committee has been working on the FY 27 operational and capital budget. The Board will vote on this at the December meeting. Gary Rapp, Paul Hastings and Brenda McKinley will be meeting with Kevin Redmond, the Town Controller, next week. Please read the investment summary compiled by John Greenleaf. Year to date the investments accounts are doing well.

Technology – Brian Egge reviewed the capital requests for the FY 27.

Building – Michael Scheer reviewed the building capital requests for FY 27.

Cultivate Motivated Staff

Arcadia Ohnemus has been hired as the 2025 Goldstone Family Foundation Intern to work with Kathy Pickle in the STEAM Corner.

The next Board meeting is scheduled for December 15, 2025.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant