

Ridgefield Library Board Meeting
February 26, 2026

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

Others present: Brenda McKinley, Library Director; Andy Forsyth, Assistant Library Director; Jane Lindenburg, Development Director; Laura Zolotorofe; Executive Assistant

Absent: Krystyl Brown

Call to Order

The meeting was called to order at 7:00 pm by Chair, Gary Rapp.

Approval of Minutes

Motion made, seconded and approved to accept the minutes of the January 26, 2026 Library Board meeting minutes as written.

Chair's Announcements

Chair Gary Rapp reported that the Development Committee will be presenting at the March 2026 meeting.

Executive Committee

Vice-Chair Kim Welton shared meeting statistics on monetary support surrounding libraries receive from their towns.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda noted the funding for the State grant has not been released because the State Bond Committee has not met. Brenda welcomed the new Development Associate, Cailin Briggs.

Friends of the Ridgefield Library

Gary Rapp reported out on the February Secret Stacks sale. The Friends voted to increase the allocation they give to the Library each year. The next large book sale will be from 4/17 – 4/20.

Community Engagement – *Technology Committee*- The next meeting for the Technology Committee will be held on 2/24. Tech Recycling Day brought in less money than last year.

Cultivate Motivated Staff

Brenda McKinley updated the Board on open positions at the Library. Rita Covelli, Head of Adult Services, is retiring on 3/18. Meg Klein, Circulation Department Head's last day will be on 2/27. Assistant Library Director, Andy Forsyth will be retiring from her position on 6/30.

Financial & Operational Sustainability – *Financial -Finance Committee* – Paul Hastings noted the budget is tracking well. The Annual Appeal is ahead. The Library is no longer able to process passports due to a change in U.S. State Department rules, so that income stream will no longer be generated. Expenses are under budget but are expected to rise. Salaries and benefits are under budget while electricity is over budget. John Greenleaf updated the Board on the Library's investment, noting that the Bar Harbor and UBS semi-annual reviews are being scheduled.

Development – Jane Lindenburg reported that Development had a strong year end finish. In March, tickets will go on sale for the Gala. Gala sponsorships are doing well. Cailin Briggs is working with Andy Forsyth to learn the donor database software and to send out year-end acknowledgements. A grant was submitted to the Sendak Foundation.

The next Board meeting is scheduled for March 23, 2026 @ 7:00 pm.

Meeting adjourned at 7:57 pm.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant