

Ridgefield Library Board Meeting
March 23, 2026

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; Kim Welton, Vice-Chair

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

Absent with Notice: Anne Marie Squeo

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 February 23, 2026 Library Board meeting minutes as written.

Chair's Announcements

Chair Gary Rapp asked Board members to please log the number of hours spent on Board task per year to be included in the 2024 IRS Form 990 Filing. The Strategic Plan Ad Hoc Committee will have an update in May. The Gala will be on May 30th. Gary requested 100% participation from the Board. If members are unable to attend, please consider donating.

Executive Committee

Vice-Chair Kim Welton shared meeting statistics on circulation and materials checked out.

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 Bond Commission has postponed their meeting again. There was a weather-related HVAC issue. The Library is awaiting repairs and Brenda has filed a claim with the insurance company. Full Staff Training Day was on 3/20. Brenda provided the Board with an overview of the events. She thanked the Board for supporting this training.

Friends of the Ridgefield Library

Tom Madden noted the large book sale will take place from 4/17 – 4/20 on the Lower-Level.

Community Engagement – *Technology Committee-Brian Egge* - The new refreshed Library website has gone live. Thank you to Andy Forsyth for working with the website developers.

Governance Committee-Kim Welton - The appeal for new Board members has gone out to the public. If Board members know of anyone interested, please encourage them to apply. Applications are due 3/31 and interviews will begin the week of 4/17.

Cultivate Motivated Staff

Brenda McKinley is working on posting for the Assistant Library Director's position. The Library has hired an Adult Services Department Head. The search for a Circulation Department Head will begin internally. Brenda welcome

Bridget Pavalow, the new Children's Services Assistant, to the Library. The Library will re-post for the Goldstone Internship position when the new Adult Services Department Head is in place.

Financial & Operational Sustainability – *Financial - Finance Committee* – Paul Hastings provided the update. Salaries and benefits are under budget, primarily due to open positions. There is an income loss due to passports no longer being processed. There will be some maintenance bills coming up due to HVAC repairs. John Greenleaf reported that the Library's investments did well in February. The Finance Committee is exploring options to get a greater return from investments.

Development – Jane Lindenburg noted that the Annual Appeal continues to do well. Tickets sales have gone live for the Gala. Sponsorships are coming in and the Gala Committee is working on live auction items.

Meg Soffen and Katie Spreng gave a presentation on Donor Stewardship and the Board's role in fundraising.

The next Board meeting is scheduled for April 20, 2026 @ 7:00 pm.
Meeting adjourned at 8:34 pm.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant