

Ridgefield Library Board Meeting
April 27, 2026

Present: Nicole Agius, Secretary; Cathy Brown; Brian Egge; John Greenleaf; Paul Hastings, Treasurer; Joseph Loonan; 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: Tom Main; Anne Marie Squeo

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 the March 23, 2026 Library Board meeting minutes as written.

Chair's Announcements

Chair Gary Rapp announced that Krystyl Brown has resigned from the Library Board effective immediately. Anne Marie Squeo will not be renewing her term and will finish out this fiscal year. A small subcommittee has been working on updating the Strategic Plan. Information will be presented in May with an anticipated vote in June. Gary updated the Board on the Request for Reconsideration appeal that was made to the Library. Discussion followed.

Gary Rapp called a motion at 8 pm to enter Executive Session to discuss recommendations from the Governance Committee, allowing staff and Friends President to remain. Motion seconded and approved.

Executive Session ended at 8:15 pm.

Executive Committee

Secretary Nicole Agius with Gary Rapp facilitated a team building exercise.

Director's Report

Library Director Brenda McKinley's report was sent in the Board Packet. Brenda thanked the Friends of the Ridgefield Library for a special allocation that was used to purchase new chairs for the Adult Services public computer workstations and the Teen Center. The insurance claim for HVAC damage caused by the February blizzard has been completed and filed. There has been a minor change to the Material Display and the Request for Reconsideration policies. The draft has been submitted, and the Board will be asked to vote in May.

Friends of the Ridgefield Library

Tom Madden noted the Friends had a very successful book sale in April. The Friends Board of Directors will be elected in June at the annual meeting.

Community Engagement – *Technology Committee*- No update provided.

Financial & Operational Sustainability – *Financial - Finance Committee* – Paul Hastings reported that the finances are tracking well.

Paul Hastings called a motion to approve the IRS 2024 Form 990. Motion seconded and approved.

John Greenleaf updated the Board on the UBS and Bar Harbor investment accounts. The Finance Committee is working to increase the benchmark for the return on investments. On Monday, 5/4 the Town will vote on all capital requests. The Town Meeting will take place at the Ridgefield Playhouse at 7:30pm. The Budget Referendum vote will be on 5/12.

Development – Katie Spreng provided the report. The Annual Appeal has been strong this year. The Gala is sold out and has strong sponsorship. Any Board member who did not get tickets can email Development Associate, Cailin Briggs to be placed on the wait list.

Cultivate Motivated Staff

Brenda McKinley announced that Carolyn Gillian was hired as the Circulation Department Head. Kate Hellman, the new Adult Services Department Head, will begin May 11th. A hiring team will start with first round interviews for the Assistant Library Director opening. Gary Rapp and Tom Madden will participate in the second round of interviews.

The next Board meeting is scheduled for May 18th, 2026 @ 7:00 pm.
Meeting adjourned at 8:37 pm.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant