FINAL

Ridgefield Library Board Meeting
September 28, 2026

Present: Nicole Agius; Nancy Barlow; Cathy Brown; John Greenleaf; Paul Hastings, Treasurer; Joseph Loonan; Gary Rapp, Chair; Daniel Rauchwerk; Michael Scheer; Meg Soffen; Katie Spreng, Secretary; Kim Welton, Vice-Chair; Leah Wendel; Monica Woo

Others present: Brenda McKinley, Library Director; John Caiello, Assistant Library Director; Jane Lindenburg, Development Director; Tom Madden, President of FORL; Laura Zolotorofe; Executive Assistant

Absent with notice: Brian Egge; Lin Jamison

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 August 24, 2026 Library Board meeting minutes as written.

Chair's Announcements
Chair Gary Rapp announced that the Board Retreat will be on October 26th beginning at noon at Ridgefield Academy. More information to follow. There will not be an option to Zoom. Please let Gary know if you cannot attend. Gary reminded the Board to please make sure Gary and Brenda McKinley are copied on emails sent to other Board members. The Executive Committee reviewed the feedback received from the "Start, Stop, Continue" exercise. A summary is available on One Drive.

Executive Committee
Kim Welton presented the fun facts slide show.

Director's Report
Library Director Brenda McKinley, Assistant Library Director, John Casiello and Development Director, Jane Lindenburg presented a Strategic Plan update with information on library industry and local trends and Strategic Plan implementation results.

Brenda McKinley's Director's Report was sent in the Board packet. Brenda highlighted the upcoming Candidate's Forum, the Friends October book sale, and author talk on 10/18 with Roz Chast. Brenda updated the Board on the request from the Ridgefield Historical Society to complete an archeological survey of the Library's front lawn for Battle of Ridgefield artifacts. Discussion followed and a vote was postponed until more information could be obtained.

Friends of the Ridgefield Library
Tom Madden reported that the Secret Stacks sale in September brought in $2,014. The large book sale will take place October 9th – 12th. Tom updated the Board on some changes with the sale.

Financial & Operational Sustainability

Finance Committee – Paul Hastings noted that the Treasurer's Summary which provides insight into budget tracking was added to One Drive. Expenses are being well managed. There are several open staff positions that are in the process of being filled. There will not be a Finance Committee meeting in October.

Development – Katie Spreng thanked the Board for their participation in the development survey. Katie reviewed the findings. Discussion followed.

Building Committee- Michael Scheer reviewed the status of the FY27 Capital Improvement projects. The Building Committee will meet in October to review quotes for potential FY28 projects.

Community Engagement

Technology Committee – no report given.

Cultivate Motivated Staff

Brenda McKinley shared that Mary Foyt, a longtime Circulation Assistant, retired. The Library has hired 3 new staff members for Circulation; Caroline Qualey, Ash Rizzo and Stacey Dunderdale. Shiao-Lan Haines, the Collection Management Assistant, has been hired as the new Collections Management Department Head. The Library is looking for a person to fill the Collections Management Assistant position.

The next Board meeting is scheduled for October 26, 2026, at 4pm at Ridgefield Academy.
Meeting adjourned at 9:04pm.

Respectfully submitted,
Laura Zolotorofe
Executive Assistant