

**RIDGEFIELD FREE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING OF NOVEMBER 26, 2024**

The meeting of the Ridgefield Free Public Library Board of Trustees was called to order at 7:02 p.m. by President Catherine Suarez. President Catherine Suarez read the Open Public Meeting Statement.

ATTENDANCE

In attendance were Ms. Rose Huzovic, Ms. Bonnie Ilch, Ms. Daisy Jimenez, Ms. Maria Krum, Ms. Debbie Kontolios, Ms. Jin Kye, Ms. Josephine Mendoza, Ms. Catherine Suarez, and Acting Director, Yilin Sheng.

A copy of the September 24, 2024, minutes was reviewed by the Board. Upon a motion made by Ms. Kye and seconded by Ms. Mendoza, the minutes were unanimously approved by the Board.

The meeting on October 22, 2024, was canceled due to lack of quorum, and no minutes were recorded.

TREASURER'S REPORT

The Board reviewed the Treasurer's Reports covering September 30, 2024, read by Ms. Kontolios. A motion to accept the report was made by Ms. Krum and Seconded by Ms. Ilch. The motion was carried unanimously.

The Board reviewed the Treasurer's Reports covering October 31, 2024, read by Ms. Kontolios. A motion to accept the report was made by Ms. Kye and Seconded by Ms. Ilch. The motion was carried unanimously.

VENDOR SHEET

The Vendor Sheet dated October 22, 2024, was examined and discussed. A motion to accept the Vendor Sheet was made by Ms. Kye and seconded by Ms. Mendoza. President Suarez took a roll call vote. The motion was carried unanimously.

The Vendor Sheet dated November 26, 2024, was examined and discussed. A motion to accept the Vendor Sheet was made by Ms. Mendoza and seconded by Ms. Kye. President Suarez took a roll call vote. The motion was carried unanimously.

DIRECTOR'S & FRIENDS OF THE LIBRARY REPORT

On October 1st, DPW trimmed the shrubs and trees and received 1/3 mil figure (\$875,322) for 2025 on October 3rd. Margot and Yilin met with David Hanson, Executive Director from BCCLS to go over By-Laws. On Oct 16, Friends of the Library meeting was held. On the same day, cleanup was done by Bill's Landscaping. On October 24, Acting Director attended the BCCLS System Council meeting. The following events occurred in November and were reported by Acting Director, Yilin Sheng.

11/1 Wall cabinets were installed in the Tech Processing room and Director's office
11/5 Election Day
11/6 LED light bulbs were delivered by SMHI Corp per DPW
11/7 Started changing light fixtures by SMHI Corp
11/7 Positive Pay went live
11/13 Window cleaning (inside & outside) by Zimick Brothers Cleaning Service, Inc.
11/16 Bathroom cleaning by Bergen Carpet, Upholstery & Tile Cleaning, Inc.
11/18 Personnel Committee Meeting
11/20 Friends of the Library Meeting
11/21 Friends of Library Book Club Meeting
11/21 Fire Inspection done by Borough's Fire Department

CORRESPONDENCE

- Chinese Mahjong with Jean on Saturdays @ 11 am Nov 2, 9, 16 & 23
- 5 Clutter Spots Guests Notice Jamie Novak - Monday, Nov 18th @ 7 pm
- Friends of the Ridgefield Library Monthly meeting - Wednesday, November 20 @ 1 pm
- Free Educational workshop on Understanding Your Social Security Benefit - Thurs Nov 7 and Tues Nov 12
- Free Adult Dance Classes - Thursdays at 6:30 pm - From Nov 14, 21, Dec 5, 12, 19
- Friends of the Ridgefield Library Holiday Party - Wednesday, Dec 11th at 1 pm
- December Adult Library Programs flyer
- December Children's event flyer

OLD BUSINESS & OUTSTANDING ITEMS

- Outreach to Senior Citizens - forward it a few months and work with the new Director
- Letter to school re high school volunteers - forward it a few months and work with the new Director
- Outdoor Digital Sign - Ms. Yilin Sheng to share info with President Suarez, Ms. Joanna Congalton Hali, and Mr. Jimmy Kontolios to review and recommend vendors.
- Low wifi signals are to be reviewed by Councilman Jimmy Kontolios.
- HVAC - will wait and will happen concurrently with the new roof

NEW BUSINESS

- Board members to review the audit report and vote on the next meeting.
- Board meeting dates for 2025 and the holiday schedule have been reviewed. A motion to accept the report was made by Ms. Kontolios and seconded by Ms. Krum. The motion was carried unanimously.
- A motion to accept 3.5% pay increase for all employees in 2025 was by Ms. Mendoza and seconded by Ms. Krum. President Suarez took a roll call vote. The motion was carried unanimously.
- A motion to accept rate of pay increase for Zach Ilch starting January 2025 was made by Ms. Kye and seconded by Ms. Krum. President Suarez took a roll call vote. The motion was carried unanimously.

QUESTIONS AND COMMENTS FROM THE PUBLIC

Councilwoman Joanna Congalton-Hali informed us that Roof funding has been approved and will opt for Spring repair. Ceiling tiles will be fixed when the roof is completed. She thanked the History Club and complimented the holiday decoration by the Library, Community center, and Schools.

Councilman Jimmy Kontolios complimented the History Club held in the library which showed the culture and involvement of the multi-generation. HVAC will be addressed and will have to be done at the same time as the roof due to drainage issues and design flaws. Addressing the complaint requested by the resident regarding the air freshener, Councilman Kontolios will donate essential oil to the Library to see if this will resolve the strong smell.

EXECUTIVE SESSION

A motion was made to close the board meeting and open an Executive session at 7:36 pm. Discussed raises for all employees for 2025 and a request by Zach Ilch for an increased rate of pay given his YA duties and as a Circulation Librarian.

A motion was made to close the Executive session and re-open the board meeting at 8:21 pm.

ADJOURNMENT

At 8:26 pm a motion to adjourn the meeting was made by Ms. Kontolios seconded by Ms. Kye. The motion was carried unanimously.

Respectfully submitted,
Jin Kye