

RIDGEFIELD FREE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING OF FEBRUARY 28, 2023

The meeting of the Ridgefield Free Public Library Board of Trustees was called to order at 7:03 p.m. by Vice President Ana Kitchener. Vice President Ana Kitchener read the Open Public Meeting Statement.

ATTENDANCE

In attendance were Vice President Ana Kitchener, Mrs. Bonnie Ilch, Ms. Daisy Jimenez, Ms. Debbie Kontolios, Mrs. Catherine Suarez, Mrs. Jin Kye, Mrs. Josephine Mendoza, Ms. Maria Krum, Director Jane Forte, and Assistant Director, Yilin Sheng.

A copy of the December 20, 2022, minutes was reviewed by the Board. Upon a motion made by Mrs. Suarez and seconded by Mrs. Kye, the minutes were unanimously approved by the Board.

January 24, 2023, meeting was canceled due to lack of quorum. Upon a motion made by Mrs. Mendoza and seconded by Ms. Kontolios, the minutes were unanimously approved by the Board.

TREASURER'S REPORT

The Board reviewed the Treasurer's Reports covering December 31, 2022, read by Mrs. Suarez. A motion to accept the report was made by Mrs. Mendoza and seconded by Mrs. Kitchener. The motion was carried unanimously.

The Board reviewed the Treasurer's Reports covering January 31, 2023, read by Mrs. Suarez. A motion to accept the report was made by Mrs. Kitchener and seconded by Ms. Kontolios. The motion was carried unanimously.

VENDOR SHEET

The Vendor Sheet dated January 24, 2023, was previously approved via email by the board members. A motion to accept the Vendor Sheet was made by Mrs. Suarez and seconded by Ms. Kontolios. A motion to accept revised schedule D was made by Mrs. Suarez and seconded by Mrs. Ilch. Vice President Ana Kitchener took a roll call vote. The motion was carried unanimously.

The Vendor Sheet dated February 28, 2023, was examined and discussed. A motion to accept the Vendor Sheet was made by Mrs. Suarez and seconded by Ms. Kontolios. Vice President Ana Kitchener took a roll call vote. The motion was carried unanimously.

DIRECTOR'S REPORT

The January Director's report was read by Ms. Forte. In January, lobby pick up was discontinued. Some routine maintenance was done on the building. A Budget committee meeting was held on

January 9th. The library started to post a calendar of events on social media, per board's request, Ms. Forte asked Councilman Kontolios to add a blurb about the library on Borough's recreation flyer. Several children's activities were held and well attended during the holiday break.

The February Director's report was read by Ms. Forte. We have Trustees to be sworn in, officers to elect; Committee positions to be filled, 2 months of Financials to review and vote on, and review and vote on the 2023 Library budget. Children's programs continue to be successful with continuation of weekly story time and baby time. An author talk was held on February 18, easy English and Spanish classes are ongoing and growing in attendance. The knitting class will resume in March. Regular maintenance was done on the building, changing light bulb fixtures, cleaning drains. The roof continues to leak and DPW comes in regularly to empty buckets. Two roofers have come in to assess the damage.

FRIENDS OF THE LIBRARY

The Friends of the Library met on January 18 for Free Bingo and discussed upcoming meetings and events. BCCLS Executive Director Dave Hanson attended the meeting on February 15 to talk about BCCLS and its services. The annual Spring Luncheon at Tivoli is planned for March 15. The cost is \$25; all are welcome. The book group met on January 19.

The Friends of the Library met on February 15 and the book club on February 16. Both were well attended.

CORRESPONDENCE

Valentine's Day Chocolate Heart Gift Box Free Raffle Flyer
Love your Library - The Friends of the Ridgefield Library Flyer
Friends of the Ridgefield Library - Spring Luncheon Flyer
Meet the Authors - February 18 at 11 am Flyer
January Children's Events Flyer
February Adult Library program Flyer
February Children's Events Flyer
Spread Kindness Event Flyer
Metropolitan Plant & Flower Exchange Flyer
Declutter Any Space in 20 Minutes Live Online via Zoom Flyer
Knitting Workshop Flyer

OLD BUSINESS

Library never received a time clock. Ms. Forte will follow up.
Gardening Club Seed Exchange planned for Spring - Ms. Forte will reach out to Maywood Library.

SOP Manual - to be created for everyone except for the Pages.

Roofing issue continues, Ms. Forte to follow up.

NEW BUSINESS

A motion to accept the Ridgefield Public Library Budget for 2023 was made by Mrs. Mendoza and seconded by Mrs. Ilch. Vice President Mrs. Ana Kitchener took a roll call vote. The motion was carried unanimously.

Audit report ending Dec 3, 2021, should be reviewed by the board and will be voted on at the next meeting.

2023 Library Board officers and committee members have been elected.

QUESTIONS AND COMMENTS FROM THE PUBLIC

None

ADJOURNMENT

At 8:37 pm a motion to adjourn the meeting was made by Ms. Kontolios and seconded by Mrs. Mendoza. The motion was carried unanimously.

Respectfully submitted,

Jin Kye