

**RIDGEFIELD FREE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING OF SEPTEMBER 24, 2024**

The meeting of the Ridgefield Free Public Library Board of Trustees was called to order at 7:05 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. Maria Krum, Ms. Debbie Kontolios, Ms. Jin Kye, Ms. Josephine Mendoza, Ms. Marilena Ojeda, Ms. Catherine Suarez, and Assistant Director Yilin Sheng.

A copy of the June 25, 2024, minutes was reviewed by the Board. Upon a motion made by Ms. Kye and seconded by Ms. Kontolios, the minutes were unanimously approved by the Board.

TREASURER'S REPORT

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

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

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

VENDOR SHEET

The Vendor Sheet dated July 23, 2024, was examined and discussed. A motion to accept the Vendor Sheet was made by Ms. Mendoza and seconded by Ms. Ilch. President Suarez took a roll call vote. The motion was carried unanimously.

The Vendor Sheet dated August 27, 2024, was examined and discussed. A motion to accept the Vendor Sheet was made by Ms. Kye and seconded by Ms. Ilch. President Suarez took a roll call vote. The motion was carried unanimously.

The Vendor Sheet dated September 24, 2024, was examined and discussed. A motion to accept the Vendor Sheet was made by Ms. Kye and seconded by Ms. Ilch. President Suarez took a roll call vote. The motion was carried unanimously.

DIRECTOR'S & FRIENDS OF THE LIBRARY REPORT

Library had a very busy summer. Adult programs were varied and well attended. Children's programming was exceptional, often standing room only. YA programs are also coming along. In the next few

months, we have several new programs planned for all patrons. In addition, the revitalized Ridgefield History Club will be meeting at the Library monthly. We met with the FDU Social Worker Intern Program team in August. If implemented, the program will require a staff member to oversee the intern, process progress reports, and work closely with the FDU Field Instructor. Discussion on whether or not to go forward with this program should probably wait for the new Director. Debbie Kontolios, Margot Pedoto, and Jane met with Michele Chambers of Valley Bank, to discuss the opportunity of enrolling in Positive pay. Information regarding this service is included in the packet, and Debbie can answer any questions. The estimates for a new digital sign for the Library are in the packets for review. Building maintenance continued all summer. In July, the new copier was installed, the bathrooms were professionally cleaned, renovation on the bathrooms completed, DPW cleaned roof drains and gutters. All County Mechanical came several times to repair AC in the juvenile department, DPW repaired the women's room toilet, light bulbs changed all over the building, outside windows were washed. In August, DPW cleared the roof and back door drains, emptied buckets and put up tarp after extensive leaks in the juvenile department (more than two dozen books damaged), DPW changed some light fixtures, sprinkler system inspected, and regular landscaping was done. In September, AED pads and batteries were inspected and replaced, DPW trimmed the shrubs along the parking lot wall, and the tile floors in the inner and outer lobbies were professionally cleaned.

The Friends of the Library have their annual Welcome Back Tea on September 25 at 1PM. The Friends are planning a craft and bake sale after the October 16 and November 20 meetings. Samples of the crafts are on display in the lobby with pre-order forms.

This Director's report will be Jane Forte's last report. Will be retiring effective October 1. It has been a pleasure to serve the community and an equal pleasure to manage a great staff.

CORRESPONDENCE

- Tai Chi Classes with Chiling Weng - classes are offered on Thurs @ 6:30 pm Sept 5 - Oct 31; Sat @ 1 pm Sept 14 & 18, Oct 12 & 26
- Chair Yoga with Neisha - classes are offered on Wed @ 6:30 pm Sept 18 thru Dec 18th
- Chinese Mahjong with Jean on Thursdays @ 11am Sept 5 thru Oct 31
- Suburban Herbin with Nestor - Tues Oct 1 @ 6 pm
- Learn How to Play Chess - Saturdays at 10 AM
- Arabic Conversation Class for beginners - classes every Wednesday 10:30 am - 11:30 am
- Friends of the Ridgefield Library AFTERNOON TEA - Wednesday Sep 25 @ 1 pm
- Friends of the Ridgefield Library Monthly meeting - Wednesday October 16 @ 1 pm
- Teen! Taken-n-Make or Create @ The Library flyer
- Ridgefield History Club flyer
- October Adult Library Programs flyer
- October Children's event flyer

OLD BUSINESS & OUTSTANDING ITEMS

- Outreach to Senior Citizens - forward it few months and work with the new Director
- Library programs added to Recreation flyer - our program has been added to the flyer. (DONE)
- Letter to school re high school volunteers - forward it few months and work with the new Director

NEW BUSINESS

- President Suarez made a motion to make Positive Pay available to Library accounting to protect the checks issued from fraud and Ms. Kye seconded the motion. President took a roll call, and the motion was passed unanimously.
- Estimates for digital signs were provided in the board packet. We will review and discuss at the next board meeting.
- Jane will be retiring effective October 1st. Congratulations!!! And thank you for your dedication, love and support.

QUESTIONS AND COMMENTS FROM THE PUBLIC

Three members of the public attended the meeting. Joyce L, Gail K from the Friends of the Library and Kimberly I, patron of the Library were present.

Joyce commented on the following

- Landscaping (not been kept up for months)
- Signs should be a priority
- A/C not working in Juvenile section
- Roof issues ongoing
- Why is it taking so long? The board members tried to explain the process and assured the public that we are working on the items.
- Complimented our library programs

Gail commented regarding removal of the shrubs and cleaning the back side of the sign to show the plaques of donations from Library patrons.

Kimberly commented that her child really loves our library and would like to see if we can offer more evening programs for working moms. She is willing to volunteer after 6pm, weekdays. Provided her info with President Suarez.

EXECUTIVE SESSION

A motion was made to close the board meeting and open an Executive Session at 8:10 pm. An action was taken, Yilin Sheng has accepted to be the Acting Director of the Ridgefield Library until we have a new Director on board.

A motion was made to close the Executive Session and re-open the board meeting at 8:28 pm.

ADJOURNMENT

At 8:32 pm a motion to adjourn the meeting was made by Ms. Kye and seconded by Ms. Kontolios. The motion was carried unanimously.

Respectfully submitted,
Jin Kye