

**RIDGEFIELD FREE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING OF DECEMBER 19, 2023**

The meeting of the Ridgefield Free Public Library Board of Trustees was called to order at 7:06pm by President Catherine Suarez. President Catherine Suarez read the Open Public Meeting Statement.

ATTENDANCE

In attendance were Ms. Rose Huzovic, Mrs. Bonnie Ilch, Mayor Hugo Jimenez, Ms. Maria Krum, Ms. Debbie Kontolios, Ms. Josephine Mendoza, President Catherine Suarez, and Mr. Michael Said.

A copy of the November 28, 2023 minutes was reviewed by the Board. Upon a motion made by Ms. Kontolios and seconded by Mr. Said, the minutes were unanimously approved by the Board.

TREASURER'S REPORT

The Board reviewed the Treasurer's reports covering November 30, 2023, read by Ms. Kontolios. A motion to accept the report was made by Ms. Mendoza and seconded by Mrs. Ilch. President Suarez took a roll call to vote. The motion was carried unanimously.

VENDOR SHEET

The Vendor Sheet dated December 19, 2023 was examined and discussed. A motion to accept the Vendor Sheet was made by Mrs. Ilch and seconded by Ms. Kontolios. President Suarez took a roll call to vote. The motion was carried unanimously.

DIRECTOR'S REPORT

The December Director's report was read by Ms. Forte. The first few weeks of December have been spent mostly on planning for 2024. We continue to have a steady stream of people even with the Holiday's looming in less than a week. We had 62 people attend the Chamber Music concert on Sunday, December 3rd, despite the steady rain. The children's programs are always well attended and the last teen program on college admission had a few families to come with their teens. Starting at the beginning of January and running to the end of February, Aviva will host regularly scheduled visits from Bergen Blvd School. The First and Second graders (11 classes total) will hear an introduction to the library and what we have to offer, tour the building, and listen to a quick story time. Aviva will also host the Winter Reading Challenge for Slocum-Skewes School in January. Regular maintenance was done on the building, including landscaping, final adjustment on the HVAC system and roof and back door drains cleared. I attended the BCCLS System Council meeting on December 14th and a Director's meeting on December 13th. All Library employees will be on Direct Deposit starting January 1 as mandated by Mayor and Council for all Borough employees. The Friends Holiday party was well attended and a handful of new members joined for 2024. The new display cases purchased by the Friends with donations in memory of the late Friends Treasurer Ron Williams will be dedicated at the February meeting on Wednesday, February 21st, at 1pm.

FRIENDS OF THE LIBRARY

Updates were provided in the Director's report and outlined within the Director's Report Section; next Friends of the Library monthly meeting will be held Wednesday, January 17th at 1pm.

CORRESPONDENCE

Book Page – Dec 2023 Edition: Best Books of 2023

December 2023 Adult Library Programs calendar of events

December 2023 Youth Events calendar

Individual flyers for 2024 Library events:

- Educational Workshop - Understanding your Social Security Benefit Options: Tues, Jan 16 at 6pm and Wed, Jan 17 at 6pm
- 1st Thing to Organize in 2024 - Plan for the Unexpected: Tues, Jan 9, at 6:30pm
- Chair Yoga: 6 classes; Saturday's from 11am-12pm; Jan 13, Feb 10, Mar 9, Apr 13, May 11, and Jun 8
- Crocheting 101: 6 classes; Thursday's 6:30pm-7:30pm; Jan 11, Jan 18, Jan 25, Feb 1, Feb 8 and Feb 15
- Friends of the Library - monthly meeting: Wed, Jan 17th at 1pm
- Understanding Artificial Intelligence: Mon, Jan 8 from 6pm-7:30pm

OLD BUSINESS

- The previously passed Ridgefield Public Library Holiday 2024 schedule was provided.
- The previously passed Ridgefield Public Library Board of Trustees 2024 schedule was provided.
- Create a list of "To Do's" in excel that reflects previous 2023 events (e.g., kids, teens, adults, and senior programs, etc.), processes (e.g., requesting information to be put in Recreation Flyer, etc.), and other opportunities/outcomes (e.g., internships, teen volunteer options, etc.). This will help track trends and see gaps that can be filled as we progress year over year.
- A draft of the library programs was provided to President Suarez, Ms. Huzovic and Ms. Jimenez to provide feedback before presenting to Recreation Committee to request being added into the Recreation flyer.
- Another outreach to Senior Citizens was to be conducted to obtain which programs seniors were interested in (e.g., can we get high school students to teach them how to use the internet, facebook, etc.)
- Outreach to the high school will be conducted by Ms. Mendoza to ask what the kids would be interested in doing as volunteers (e.g., plan a library event – how to use the internet for seniors, social media support, etc.)
- Library will get together with CapStone in Jan. to plan for next school year with the high school
- Run and share a report on the social media hits (e.g., visits, activities, etc.) to understand traction and trends on what is being seen and when, etc.
- Councilman Kontolios will add a sidebar to the borough's website to track views and links to the library site. Need to Confirm that this was completed.

NEW BUSINESS

- As kids are visiting the Library from Bergen Blvd., create an environment where they can engage on what kids think the rules of the library are? What would they like to see? In addition, sending letters home with the kids on how to sign up for the library, current calendar of events and how to look up future events, etc. Also send to Ms. Mendoza to share with Slocum Skewes to discuss how to communicate with middle school students (e.g., morning announcements, etc.).
- Review internet charges and connect with County, as they are coming up with a new contract to provide internet service to municipal buildings and libraries, at the cost of the county. Additional reach out is required to BCCLS. Ms. Forte will provide Mayor Jimenez with a summary (rate card) of 511-540. Mayor Jimenez will discuss with the county.
- Pay Increases will be discussed in the Executive Session on Dec. 19 after the open meeting is closed. Proposed budget and narrative will be presented to Board at the next Jan. 23, 2024 meeting.

QUESTIONS AND COMMENTS FROM THE PUBLIC

Borough Council Library Liaison Mr. Jim Kontolios was present. Councilman Kontolios spoke about obtaining a spec from an engineer, write a proposal and get a bid to address the roof, which is estimated to be \$250k. The council needed to wait until the new administration to get started on budgeting, etc.

ADJOURNMENT

At 8:00pm a motion to adjourn the Public Session and go into Executive Session was made by Ms. Kontolios and seconded by Ms. Mendoza. The motion was carried unanimously.

At 8:45pm a motion to adjourn the Ridgefield Free Public Library Board of Trustees Executive Session was made by Mayor Jimenez and seconded by Ms. Kontolios. The motion was carried unanimously.

Respectfully submitted,

Rosemary Huzovic