

**RIDGEFIELD FREE PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING OF SEPTEMBER 26, 2023**

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

ATTENDANCE

In attendance were Mrs. Bonnie Ilch, Ms. Debbie Kontolios, Mrs. Jin Kye, Mrs. Josephine Mendoza, Mr. Mouhammad Said, Mrs. Catherine Suarez, Director Jane Forte, and Assistant Director, Mrs. Yilin Sheng.

A copy of the June 27, 2023, minutes was reviewed by the Board. Upon a motion made by Ms. Kontolios, and seconded by Mrs. Mendoza, the minutes were unanimously approved by the Board.

TREASURER'S REPORT

The Board reviewed the Treasurer's Reports covering June 30, 2023, read by Ms. Kontolios. A motion to accept the report was made by Mrs. Mendoza and seconded by Mrs. Ilch. The motion was carried unanimously.

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

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

VENDOR SHEET

The Vendor Sheet dated July 25, 2023, was examined and discussed. A motion to accept the Vendor Sheet was made by Mrs. Kye and seconded by Mr. Said. President Suarez took a roll call vote. The motion was carried unanimously.

The Vendor Sheet dated August 22, 2023, was examined and discussed. A motion to accept the Vendor Sheet was made by Mrs. Mendoza and seconded by Mrs. Ilch. President Suarez took a roll call vote. The motion was carried unanimously.

The Vendor Sheet dated September 26, 2023, was examined and discussed. A motion to accept the Vendor Sheet was made by Mrs. Mendoza and seconded by Mrs. Ilch. President Suarez took a roll call vote. The motion was carried unanimously.

DIRECTOR'S REPORT

The September Director's report was read by Ms. Forte. The library had a busy summer in spite of the fickle weather. The Children's Summer Reading Program was a success with all activities attended beyond expectation. Adult programs: Latin Dance, Getting Your Affairs in Order, and Grab and Go Crafts were also very popular. English and Spanish language classes continue to bring in new adult learners. The library will host a CPR and First Aid class for the public on September 27. Started to have one tween/teen program each month and attendance has grown steadily. The library started to advertise at the Youth Center, social media and flyers. Also, word of mouth seems to be happening too. Usual maintenance was done on the building. Extensive electric work was done by DPW's Tom Patrick; many ballasts had to be changed and outside lighting reconfigured. All County Mechanical was called twice to adjust/repair the HVAC system during July and August. The security cameras were adjusted to resume saving data for thirty days. Landscaping was done throughout the summer. An enormous hornet's nest from a tree near the driveway was removed by the exterminator. BCCLS upgraded three staff computers. The library had several leaks over the summer, some old and some new, luckily no damage to the materials or furniture occurred.

FRIENDS OF THE LIBRARY

The Friends of the Library had their annual Tea on September 20 and will meet again on October 18 with a guest speaker and craft sale. The craft sale will be held again on Saturday, October 28, from 10 am to 2 pm.

CORRESPONDENCE

CPR First Aid training Flyer - Sept 27th @ 1:00 PM
Friends of the Ridgefield Library monthly meeting Flyer - Oct 18th @ 1PM
Craft Sale Flyer - October 18th from 3-4, 6 -7:30 PM & October 28 from 10-2 PM
Ridgefield Local - Author Laura Fredricks interview and book signing Flyer - Oct 20 @ 4 PM
September Adult & June Children's Event at Ridgefield Library Flyer
Summer Reading Program Statistical Report Flyer
Teen Events Flyer
September Youth Event Flyer

OLD BUSINESS

- Audit completed on 5/31/2023, final report was handed out on 9/26 to the trustees.
- SOP folder was done and given to President Suarez for review.
- Over 80 people turned out for the "Penguin" event.

NEW BUSINESS

- Director Jane Forte will reshare the email "Hoboken a Book Sanctuary City" with the Board members and we will plan to have a discussion regarding this topic at our next meeting in October.

QUESTIONS AND COMMENTS FROM THE PUBLIC

Borough Council Library Liaison Ms. Joanna Leigh Congalton-Hali was present. She shared that Banned Books week is from October 1st through 7th.

ADJOURNMENT

At 7:45 pm a motion to adjourn the meeting was made by Ms. Kontolios and seconded by Mr. Said. The motion was carried unanimously.

Respectfully submitted,
Jin Kye