

**RIDGEFIELD FREE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF JANUARY 28, 2025**

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 Suarez read the Open Public Meeting Statement.

**ATTENDANCE**

In attendance were Ms. Jin Kye, Ms. Daisy Jimenez, Ms. Debbie Kontolios, and Ms. Marilena Ojeda, and Acting Director, Yilin Sheng. Also present were Borough Council Library Liaisons Council members Joanna Leigh Congalton-Hali and James Kontolios.

Mayor Hugo Jimenez came in at the end of the meeting to swear in Ms. Marilena Ojeda for another term.

A copy of the December 17, 2024, minutes was reviewed by the Board. Upon a motion made by Mrs. Jin Kye, and seconded by Mrs. Bonnie Ilch, the minutes were unanimously approved by the Board.

**TREASURER'S REPORT**

The Board reviewed the Treasurer's Reports covering December 31, 2024, read by Ms. Kontolios. A motion to accept the report was made by Ms. Ojeda and seconded by Ms. Jimenez. The motion was carried unanimously.

The Board reviewed Schedule D and E motion to accept was made by Ms. Kye and seconded by Ms. Kontolios.

**VENDOR SHEET**

The Vendor Sheet dated January 28, 2024, was examined and discussed. A motion to accept the Vendor Sheet was made by Ms. Kye and seconded by Ms. Kontolios. President Saurez took a roll call vote. The motion was carried unanimously.

**DIRECTOR'S REPORT**

The December Library Update was prepared by and read by Acting Library Director Yilin Sheng.

12/27/2024 Conference room floors and high book shelves were cleaned by Zimick Brothers Cleaning Service.

12/28/2024 We had a Holiday Music Concert performed by All Seasons Chamber Players. It was well attended.

12/30/2024 Gas meter outside was changed by PSE&G.

01/08/2025 Fire extinguisher inspection was done by Ridgefield Fire Prevention Department.

01/15/2025 Friends of Library meeting.

01/17/2025 BCCLS installed new computer monitors, 8 in juvenile department and 2 in adult department.

## FRIENDS OF THE LIBRARY

The Friends of the Ridgefield Library held their monthly meeting on Wednesday January 15, 2025 at 1pm.

## CORRESPONDENCE

### **In Memory of Bernice Ranieri**

- Donations are being collected in Bernice's name for the **Friends of the Ridgefield Library**.
- **Ralph Waldo Emerson's "What is Success?"** was included in her memory.

### **Other Correspondence:**

- Flyer for Watercolor Painting Workshop on Thursday 2/13/25 6:30pm-7:30pm
- Friends of the Ridgefield Library Monthly Meeting Wednesday 2/19/25 1pm
- Ridgefield History Club flyer with meeting schedule. Meetings will be held on the third Tuesday of each month.
- Flyer for Teens! Take-n-Make Create @ The Library
- February 2025 Adult Library Programs Calendar
- February 2025 Children's Events Calendar

### **State of New Jersey Correspondence:**

- The library received a **letter from the NJ Attorney General's Office** requesting the return of **\$9,885.32 in FEMA funds**, stating the funds were incorrectly issued.
  - The Board is investigating the matter, reaching out to **Bergen County Library Cooperative System (BCCLS)** for additional guidance.
  - **A copy of the letter will be sent to the Attorney General liaison** for legal advice.

## OLD BUSINESS

### **2023 Audit**

The 2023 Audit was reviewed and discussed. A motion to accept the audit report was made by Ms. Debbie Kontolios and was seconded by Ms. Jin Kye. President Catherine Suare then did a roll call which was passed unanimously.

### **Library Budget**

The Library Budget Committee presented the 2025 library budget. The board reviewed and approved the 2025 library budget, addressing a \$20,000 reduction in borough funding due to property tax fluctuations and planning for financial stability. A \$30,000 transfer was made to the capital improvements fund, while a new \$34,000 retiree health insurance cost was introduced, impacting long-term financial planning. Adjustments in anticipated revenues and expenditures were reviewed, with minor reductions in postage costs and stable income from library services. Funding was also allocated for senior outreach, intergenerational programs, LED screens, and expanding museum passes. The

board unanimously approved the budget, with further discussion planned regarding the FEMA funds repayment request of \$9,885.32, which, if required, will be covered by the donation account.

### **Digital Signs**

Ken Bruno will review proposals for digital signs, and the Ridgefield Board of Trustees is considering ordering signs through RBAO, which is also placing an order, with an expected installation in the spring. Additionally, the library may coordinate with Town Hall to display messages on the Shaler Avenue sign for better visibility.

### **Roof and HVAC**

For the **roof and HVAC updates**, funds have been allocated for the necessary repairs, and the Department of Public Works (DPW) plans to open bids in January, with the acceptance process expected to conclude by February. The work is set to begin in the spring. The project will also include the replacement of the HVAC system, which is anticipated to improve energy efficiency and lower heating and cooling costs.

### **Committee Assignments**

The board also conducted the **election of officers and committee assignments for 2025**. **Catherine Suarez** will continue as **President**, **Debbie Kontolios** was elected **Vice President**, **Jin Kye** will serve as **Treasurer**, **Daisy Jimenez** as **Secretary**, and **Marilena Ojeda** as the **Secretary Alternate**. Committee assignments were also adjusted, with **Rose Huzovic** added to the **Personnel Committee**, **Anna Maric** joining the **Social Media & Outreach Committee**, and **Marilena Ojeda** replacing **Bonnie** on the **Ad Hoc Capital Improvements Committee**.

### **NEW BUSINESS**

No new business was discussed.

### **QUESTIONS AND COMMENTS FROM THE PUBLIC**

Borough Council Library Liaisons Ms. Joanna Leigh Congalton-Hali and Councilman James Kontolios were present.

Gail Kashishian asked about our outreach to seniors and will work on speaking to seniors who may be interested in collaborating on programs with the library. She noted that many seniors are asking about this, expressing interest in rebuilding that connection with the library and the broader community.

### **ADJOURNMENT**

At 8:26 pm a motion to adjourn the meeting was made by Ms. Jimenez and seconded by Mrs. Ilch. The motion was carried unanimously.

Respectfully submitted,  
Daisy Jimenez