

Ridgefield Library Board Meeting  
April 28, 2014

Present: Shane Casey; Peter Coffin (Chair); Marc Colamaria; Rob Ellis; Woody Harford; Liz Kelly; Lorraine Mellon; Dean Miller; David Schaffer; Mary Mann Smith; Bob Whitton

Others present: Chris Nolan, Library Director; Mary Rindfleisch, Assistant Director; Colleen Harkey, Director of Development; Robert Cavello, Owner's Rep - Westview Group; Leslie Vuilleumier

Excused: Matt Byrnes; Philip Lodewick; Robert McKean; George Nichols

### **Call to Order**

Vice Chair Marc Colamaria called the Board meeting to order on April 28, 2014 at 7:45 pm in the Dayton Program Room. The Board members ratified the email vote to name the unnamed Study Room. The Board voted on it and approved the naming. Peter Coffin, Chair joined the meeting after the vote.

### **Approval of Minutes**

The minutes of the March 24, 2014 were approved.

### **Chairman's Announcements**

Peter Coffin welcomed the Board Members to their first meeting in the new Library building. It was announced that Robert McKean will be moving to Florida but will come back to attend some events.

### **Building Update**

Robert Cavello, Owner's Rep updated the group with the following items – the construction project is 95% complete; a punch list has been started with items added for landscaping and the roof; documentation for the CO is being processed; A/V and Telephone training is scheduled for next Tuesday; working on LEED certification; commissioning agent is scheduled to review the construction; a claim has been made with the HVAC and Iron Works companies; an energy model with CL&P was developed and is in the final approval stages that could save the Library additional money; the agreement with the Prospector still is to be worked out.

### **Finance**

The Finance Committee reviewed the 990 return. Liz Kelly made a motion to accept the 990 return, Bob Whitton second it, voted on and passed. Dean Miller, Treasurer announced the 4<sup>th</sup> quarter financials were on target. The Committee has been talking with three outside firms to manage the Libraries investments. Two firms will split the work over the next three years.

### **Governance Committee**

Ten applications were sent out for new Board Member positions, nine were returned, eight initial interviews were completed with seven candidates being re-interviewed. Three names will be brought to the May Board meeting and will met with Rudy Marconi, First Selectman for approval. The committee proposes the additional candidates be named as community members on Board committees.

David Schaffer reviewed the By-Laws and made suggested changes. Mary Mann Smith moved to approve the By-Laws with the suggested edits, Lorraine Mellon second it, the vote was taken and passed. It should be noted that By-Laws are required to be passed by a supermajority in 2 successive Board meetings for them to be adopted.

### **Development and Gala**

Sales of tickets and donations received have brought the Great Expectations to 60 – 66% of the intended goal. Videos for the program portion of the evening were shot last week. There will be a giving tree at the event. Board Members were asked to RSVP as quickly as possible. The committee is still taking sponsorships. Thirty staff members are attending. The Raffle tickets were passed out to the Board Members to sell. All money and unused tickets are requested to be returned by Sunday, May 11.

The Raised to Date information will be sent out later.

**Opening Year**

The Dedication will be held on May 9<sup>th</sup>. The Book Brigade which includes approximately 300 Ridgefield residents will start at 21 Governor Street assembling at 4:15 – 4:30 and proceed to the new Library's Morris Building doors. We are confirming speeches to be given by the Governor, Rudy Marconi, Peter Coffin and Philip Lodewick. Dee Strilowich has the honor of being the first patron in the building. The Wall of Donors and the Community Mural will be unveiled afterwards. Saturday and Sunday has a full roster of activities scheduled for everyone.

**Naming Opportunities**

Marc Colamaria announced the naming of the last study room in honor of Peter Coffin's service on the Board as a member and Chair during past years as voted on at the beginning of this meeting.

**Adjournment**

The meeting was adjourned at 9:15 pm.

Respectfully recorded,  
Leslie Vuilleumier  
Executive Assistant