

Ridgefield Library Board Meeting
April 23, 2012

Present: Nancy Brandon; Matt Byrnes; Peter Coffin (Chair); Marc Colamaria; Barbara Dobbin; Rob Ellis; Karin Fallon; Robert McKean; Cloris Pearson; Mary Mann Smith; Bob Whitton

Others present: Mary Rindfleisch, Assistant Director; Leslie Vuilleumier, Executive Assistant; Ann Jepson, Friends President; Carroll Brewster; Rebecca Bryan, R. Bryan Associates; Robert Tripi, Guest

Excused: Liz Kelly; Philip Lodewick; Patricia Tenney; Christina Nolan, Library Director

Call to Order

Chairman Peter Coffin called the Board meeting to order on April 23, 2012 at 7:35 pm in the Dayton Program Room of the Ridgefield Library.

Approval of Minutes

The minutes of the March 26, 2012 Board meeting were approved with corrections.

Chairman's Announcements

Chairman Peter Coffin introduced a Ridgefield resident, Robert Tripi attending as a guest.

Consent Agenda

A motion to approve the Consent Agenda, including Development, Executive, Communications, Building Committee and Activity Reports was made and approved.

Friends of the Ridgefield Library

The Friends hosted the reception at Saturday evening's Creativity Conference on April 28th. It was well received. The Friends Giant Book Sale starts May 18th at Yanity Gym. Due to voting taking place there on Tuesday, May 15th, the Friends will not have access to that half of the gym until Wednesday for the book sale set-up.

Development Committee

The Gift Acceptance Policy distributed at a previous Board meeting was discussed. A motion to accept the policy of the current draft was made, voted on and approved.

The Development Committee presented their Fund Raising Goals and Objectives through 2017. They not only pertain to Development but also to Board fund raising. The committee reviewed the goals with discussion following. Rebecca Bryan reminded the Board that fundraising is a relationship builder with the patron. Karen Fallon will bring other ideas to the next meeting to consider.

The Committee is working on the Final Event of the Building to be held June 1st and 2nd. The June 1st event will be a ticketed cocktail party with a live and silent auction at \$100 per person. June 2nd will be an Open House, free to all patrons. Approximately 2,000 invitations were hand addressed and mailed.

Annual Appeal Update – The annual appeal is down from last year at this time. A mailing will be going out to those donors we haven't heard from. The Tables of Content fund raiser was successful, bringing in over \$9,000.

A suggestion of a Donation Box at events will be discussed at the next Development Committee meeting.

Nominating Committee

FINAL

The Nominating Committee met to discuss new Board members and a slate of officers for 2012-13. Interviews for new Board members have started. The committee asked the Board members to bring in some additional candidates instead of relying on self-nominations. The Board would benefit by youth and diversity with candidates in construction or engineering, finance, fund raising and development backgrounds. The slate of Officers to be voted on at the next Board meeting is: Chair – Peter Coffin, Vice Chair – Marc Colamaria, Treasurer – Liz Kelly and Secretary – Matt Byrnes.

Campaign

Donations raised to date total \$19.15 million. The Committee is seeing donors paying their full pledge amounts instead of spreading them out over a number of years.

Restructured naming opportunities and designated naming rights for the two Reading Rooms, Special Collections Room and the Terrace were voted on and approved. Additional people will be consulted for naming opportunities in the new Library.

A Cinco de Mayo party to be held at the Harford's is scheduled for May 5th for current and prospective donors.

Interim Operations

The exact location of our interim operations has not been determined. Leases have not been finalized. Work on this continues.

Communications Committee

The Communications Committee is working on a digital newsletter, the first issue would pertain to the Interim Space and issues of service/programs during the next 18 months. At present, the plan is to mail hard copies of the letter to Guardian Society Members and significant donors. Emailed versions will be sent to all other patrons. This may change as the document takes shape.

Building Committee

The Building Committee met with the Village District Commission and the plans were approved. They will meet next with P & Z in May jointly with the Webster Bank buyers.

The Committee is in the Construction Document (CD) Phase and has met to begin the discussion of the Interior Design Phase specifically color palettes and finishes.

Robert McKean is working on a job description and RFP for an Owner Representative. Marc Colamaria is working on the easement between the Library and the Webster Bank building and closing of the Webster Bank building.

Finance

The Finance Committee did not meet before the Board meeting tonight. They will schedule another time later in the week. [The Committee actually met on Monday, May 7, 2012.]

Molly McGeehin has been in contact with the Town Board of Finance pertaining to cash flow during construction. The Library will be providing a line by line projection of pledges coming in to indicate when the Town's \$5 million will be needed.

Adjournment

The Library Board meeting was adjourned at 9:10 pm.

Recorded and respectfully submitted,
Leslie Vuilleumier
Executive Assistant