

Ridgefield Library Board Meeting
April 25, 2011

Present: Nancy Brandon; Carroll Brewster (Chair); Marc Colamaria; Barbara Dobbin; Lori Dowling; Rob Ellis; Liz Kelly; Philip Lodewick; Brian Oren; Bob Payne; Cloris Pearson; Bill Wyman

Others present: Director Christina Nolan; Assistant Director Mary Rindfleisch; Ann Jepson, Friends President; Executive Assistant Leslie Vuilleumier

Excused: Karin Fallon

Call to Order

Chairman Carroll Brewster called the Board meeting to order on April 25, 2011 at 7:30 pm in the Dayton Program Room of the Ridgefield Library.

Approval of Minutes

The minutes of the March 21, 2011 meeting were approved as written.

Chairman's Announcements

Carroll Brewster announced that Bobby Mathoda has resigned from the Board due to a personal matter.

Board Retreat – On Monday, June 27th, the Board Retreat will be held at the Leir Center. Cloris Pearson and Karin Fallon will not be able to attend. The new Board members will be invited.

Consent Agenda

It was moved by Philip Lodewick, seconded by Lori Dowling, to approve the Consent Agenda. Motion carried.

Finance Committee

The Ridgefield Library's operating budget for the upcoming fiscal year is flat with our current year. The Town Budget vote will be on May 10. If this budget passed as proposed, there will be modifications to the Library's budget in the areas of 401 (k), health plan, Sunday pay. Every effort was made to not close hours to the public.

The Form 990 Filing will be sent out to each Board member for their review. Questions or concerns should be directed to Director Chris Nolan. Once this is approved via email it will be submitted. This must be mailed by May 16.

Investment Status – Investments are up at this time and on target for YTD 3.9%. The Finance Committee is looking into an investment manager for handling the portfolio.

A funds transfer of \$200k was made from the Vanguard account to the Pension fund for those people who have retired. Peter Buck of PASI has contacted these people concerning their benefits.

Building Committee

Lori Dowling reported there would be no shovel in the ground in 2011. The building project is 8 – 9 months away from that point. The committee will be looking into the State Grant of \$500K and our eligibility for receiving it.

Nominating Committee

A meeting was held to discuss the slate for next year Board and how to attract good people to our Board. Next year's proposed slate is: Chair – Peter Coffin, Vice-Chair – Marc Colamaria, Treasurer – Lisbeth Kelly & Secretary – Cloris Pearson. A call for Board Members in the Ridgefield Press has supplied two inquiries for a position on the board. The search for additional applicants continues. It was suggested that new board members have some construction background.

Changes to Nominating Process Document – Changes to the wording from nominating to governance as stated in the by-laws was discussed. A document with the proposed changes had been distributed in the Board packet. The changes make this document conform to the By-Laws. A motion was made and approved for these changes.

Communication Committee

A second mailing – “Think outside the book” recently came out. The next mailing going out in May will be a town-wide solicitation to target the smaller donor. Bob Whitton is guiding the committee on this endeavor. A mural on the lower level of the new Ridgefield Library will display donor's names. This mural was conceived in conjunction with artists from the Ridgefield Guild of Artists.

Development Committee

Guardian Society and Annual Appeal. Follow up notes-up letters and notes have been sent out. Results of this are showing.

Spring Social – A sign-up for Board members to help out at the Spring Social on May 13th is being circulated. Invitations for this event are going in the mail this week. The Friends' Silent Auction which runs May 5 – May 26 will be on view at this event.

GS Kick-off event –We have been in contact with a special speaker for this fall's GS kick-off event. The Parent's Appeal and the Piccolo event fund raiser are in the works.

A request for Board members to volunteer to update the patrons about the Capital Campaign in a 3 – 4 minute opening talk at events coming up was made.

Campaign Update

The Board considered a naming opportunity from Catherine Randolph. The letter confirming this gift and naming rights was distributed in the Board Packet. The motion was voted on and approved. This is a major step in the Campaign.

A motion was made to give recognition on the glass donor wall for donors of \$10,000 and above. This was moved by Philip Lodewick, seconded by Barbara Dobbin. Motion carried.

Disposition of 25 Prospect Street Property

Meetings were held with Philip Lodewick, Rudy Marconi and Barbara Manners concerning the sale of the Webster Bank building. Discussion continued over several points to be considered including parking, enlarging the footprint and possible successive owners.

Consideration of Closing to the Public on Tuesday, May 31.

Due to the migration to the Open Sourceoftware at the end of May, Director Chris Nolan has requested to close the Library on Tuesday, May 31st for staff training. The Board agreed to this request and asked Chris to alert our patrons with the reason for closing.

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

APPROVED

Recorded and respectfully submitted,
Leslie Vuilleumier
Executive Assistant