

Ridgefield Library Board Meeting
August 27, 2012

Present: Nancy Brandon; Matt Byrnes; Shane Casey; Peter Coffin (Chair); Marc Colamaria; Rob Ellis; Karin Fallon; Philip Lodewick; Robert McKean; Lorraine Mellon; Dean Miller; Mary Mann Smith; Bob Whitton

Others present: Chris Nolan, Library Director; Mary Rindfleisch, Assistant Library Director; Ann Jepson, Friends of the Ridgefield Library President; Leslie Vuilleumier, Executive Assistant; Chris Ramano, Dimeo; Michael Baumann, Dimeo; Richard Munday, Newman Architects; Robert Cavello, Library Owner's Rep

Excused: Liz Kelly; Patricia Tenney

Call to Order

Chairman Peter Coffin called the Board meeting to order on August 27, 2012 at 7:30 pm in the main portion of the Ridgefield Library.

Approval of Minutes

The minutes of the May 21, 2012 and July 16, 2012 Board meetings were approved as distributed.

Chairman's Announcements

The Board retreat is scheduled for Monday, September 24 at the Leir Center in Ridgefield, 4:30 pm – 8:30 pm. Future Planning, Strategic Planning and Fundraising will be discussed.

Peter Coffin and the entire Board thanked Marc Colamaria for negotiating the sale of the Webster Bank.

Friends of the Ridgefield Library

Ann Jepson, President of the Friends reported the Friends had their retreat at the Leir Center earlier today. She shared some of the sidewalk poetry from a few weeks ago written on the sidewalks outside the Library. The Friends will vote at their next Board meeting to give another donation to the Capital Campaign. Library Director, Chris Nolan will contact Ridgefield Magazine about including an article about how the Friends raise their money to make such donations.

Introduction of Owner's Representative

Robert Cavello of Westview Group was introduced to the Board as the owner's rep for the new library building project. He is an architect and has built libraries in New York. He's owned his Fairfield County business for the past 13 years. Robert spoke a few moments on how he was looking forward to working on this project with the Board members, Dimeo and Newman along with the corresponding construction personnel on the Prospector project. Robert has met with the Prospector's owner's rep.

Building Update

The Construction Documents phase is completed with the bidding phase next. Discussion of the State Grant and how it affects the project followed. Robert will contact Kevin Redmon, Town Controller, about the town's requirements if any to be included in the Bid Documents. Environmental testing and reports must still be completed. The remediation plan must also be filed with the state. Robert Cavello is finalizing the Architects and Construction Manager Contract and he wants to look at the budget.

Marc Colamaria will meet with Robert to discuss the reciprocal easement agreement with the Prospector project.

Closing on 25 Prospect Street Property

The Construction Escrow Agreement motion distributed by email was voted on and passed prior to this meeting via email. A motion was made to accept the gift and sale money from the Jensen's purchase of the Webster Bank property into the Capital Campaign Fund. It was voted on and passed.

Consideration of Continuing to Honor Naming From Existing Building to New Building

Discussion ensued concerning continuing to honor the Dayton Program Room name for the small program room on the lower level of the new Library building prompted the motion to alert the McGovern's of continuing to use the "Dayton Program Room" name. It was then was voted on and passed.

Campaign Update

The summer months have been quiet but the committee has been looking for grants for development, IT and other program grants. They are working on a proposal to the Leir Foundation. The next fundraising event is on Sunday, September 23, hosted by Tom Simonson at the Library. Discussion was held on the hand-out for the Campaign Additional Expense Budget.

Consideration of Sale of Asset

The Abbeyville facsimile copy of Audubon's Birds of America set gifted to the library in the 1970's has been valued at \$10K - \$12K. The board has an interested buyer. A motion was made asking the Board's approval to sell the set at \$11K with the proceeds going to the Capital Campaign. It was voted on and passed.

Development/Communications

These two committees are meeting to determine how the Annual Appeal will be publicized. The Annual Report will be distributed to a majority of the households in town. October 19 is the scheduled kick-off date for the Annual Appeal and the Guardian Society event. The Board agreed to adopt the Development Work Plan with its three goals at the August 28, 2012 Development Committee meeting.

Audit

The Board has seen documentation from the auditors. The first draft will be ready for review by the Audit Committee on October 12.

A Library Tag Sale will be held at the old building on September 7 – 8, 9:00 am – 5:00 pm.

Shane Casey and Chris Nolan are hosting a Business Sneak Peak of the 21 Governor Street location on Thursday September 30, 2012. All Board members are invited.

Adjournment

The Library Board meeting was adjourned at 9:45 pm.

Recorded and respectfully submitted,
Leslie Vuilleumier
Executive Assistant