

Ridgefield Library Board Meeting
August 26, 2013

Present: Matt Byrnes; Peter Coffin (Chair); Marc Colamaria; Rob Ellis; Woody Harford; Liz Kelly; Philip Lodewick; Robert McKean; Lorraine Mellon; Dean Miller; George Nichols; David Schaffer; Mary Mann Smith; Bob Whitton

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

Excused: Shane Casey

Call to Order

Chairman Peter Coffin called the Board meeting to order on August 26, 2013 at 7:35 pm in the main area of the Library.

Approval of Minutes

Robert McKean moved the minutes of the June 25, 2013 Board meeting be approved. Dean Miller seconded the motion. The motion was voted on and carried.

Chairman's Announcements

Chairman Peter Coffin welcomed the new incoming Board Members – Woody Harford, George Nichols, David Schaffer and the new Director of Development, Colleen Harkey.

The Board Retreat will take place on September 23rd, 4 - 9 PM at the Leir Center. Dinner will be included. The Strategic Plan will be one of the topics.

New Board rosters have been distributed. Please check your entry for any corrections and send them to Chris Nolan or Leslie Vuilleumier. Robert McKean suggested a head shot picture of each Board Member be included with the roster.

Friends of the Ridgefield Library

Rhonda Hill, Friends President explained the process of book donations and internet sales. Internet sales are becoming very competitive and bring in an increased amount of revenue over past few years. The Friends are grateful for the added space in the new building to house their internet sales production. This alleviates any outside rental space to process these books.

Building Update

Robert Cavello, Owner's Rep, reported the steel is up, the concrete floors are poured and work is being done on the envelope of the building. Plumbers, Electricians and Masons are on site now. Metal studding is being installed for interior wall layouts. HVAC and roof blocking is moving along to get the building weather tight. The oil tank for Dr. Sheehan's house (originally sited in the parking lot area) was found and removed. Work continues concerning the scope of the Morris Building restoration. Interior furnishings have been selected and the millwork shop drawings are being worked on. Design work meetings are being scheduled with the signage/graphic consultants. Meetings continue with the Prospector to coordinate the completion of the shared patio on the Lower Level. Robert Cavello recently served as tour guide for three hard hat tours of the site for 26 participants.

Strategic Planning

One of the Strategic Planning Task Force Groups still has to finish up their plans. Everything should be completed by September 23rd.

Committees/Task Forces – Community Members

Chris Nolan has met with most of the Board Members about their committee interests. There are four standing committees as well as several task forces needing members. A draft of those groups was distributed with the Board Packet. If at any time, a member would like to change to another committee, let Peter Coffin or Chris Nolan know. The Board is looking for some Community Members to participate also.

Development

The 2013-14 Appeal will be segments again this year. In October, the Guardian Society Appeal will be mailed followed by the Appeal for the rest of the town in November. Board Members and staff will be asked to attach notes to Appeal letters of patrons they know personally.

Recent events that took place were Wishes Can Come True for children which introduced the new Wishing Well and the Hard Hat Tours of the construction site.

Upcoming events on the calendar are: One for the Books – Mitch Ancona’s event to beat the champagne bottle sabering world record on September 8th, Table of Contents in January 2014 and the Grand Opening Gala scheduled for May 16, 2014.

Laureen Bubniak, Development Associate is working with local author, Jessica Auerbach to create a Ridgefield Author’s Corner for the Campaign Mural in the new building. In addition, all local author books on the Library’s shelves will be tagged with a special label indicating such.

The Library has received a grant from Target that will add a pre-school component to the Summer Reading Program which the Friends fund annually. A donation from GE for the Staff Room and Program Room kitchen appliances is in progress. Shane Casey will be investigating a possible Hockey Game fund raiser in Spring 2014.

Mary Rindfleisch, Library Assistant Director passed out the Dash Board. The FY 2012-13 Annual Appeal came in at 99% of its \$251K goal.

Campaign Update

A summary of the campaign progress was handed out. There was a net increase of \$30K. The Development Department is working on a Wish List for the RL website of items that can be purchased for the New Building by patrons.

Finance Committee

Dean Miller and Peter Coffin spoke with Fairfield County Bank about a bridge loan for the remainder of pledge and campaign money needed. A motion was made to move forward with an FCB loan under the terms discussed, by Rob Ellis with a second by Marc Colamaria. The motion was approved. Kevin Redmond, Town Comptroller, met with Dean Miller and Molly McGeehin to confirm the \$15 million amount was reached.

The meeting was adjourned at 9:10 pm.

Recorded and respectfully submitted,
Leslie Vuilleumier
Executive Assistant