

Ridgefield Library Board Meeting
December 16, 2013

Present: 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; Mary Rindfleisch, Assistant Library Director; Colleen Harkey, Director of Development; Robert Cavello, Owner's Rep - Westview Group; Leslie Vuilleumier, Executive Assistant; Dorothy Pawlowski, Adult Services Department Head

Excused: Matt Byrnes; Shane Casey

Call to Order

Chairman Peter Coffin called the Board meeting to order on December 16, 2013 at 7:40 pm in the Library Program Room.

Approval of Minutes

The minutes of the November 18, 2013 Board meeting were approved as presented.

Chairman's Announcements

Peter Coffin urged Board Members to renew their Friends Membership. Chris Nolan will send out a reminder to those not current with their membership.

Points of the Construction progress that all members should know are: the building is on track, construction is going very well, the shelving will arrive late January, the furniture is due to arrive in February, the collection in storage will be moved into the building during the month of March, and the building will open to the public in the early spring. Some Q & A's will be written up for Board members for other important items the public may ask.

Friends Report

Mary reported for Rhonda Hill, Friends' President, the Friends had their luncheon last week. There are new volunteers taking over new roles within the Friends organization. The online sales of books are going very well. This is because the identification of items being handled by the "Internet Team" is going very well and because of the knowledge and dedication of the "Internet Team".

Building Update

Robert Cavello, Owner's Rep gave an oral update of the Building Project. A written report will be available at the end of the month. Robert reported the outside site work should be completed before the bad weather is here; sheet rock installation, electrical work, mill work, installation of lighting and ceilings are in progress. The Morris Building work includes a section of new terrazzo floor, more structural work, lead abatement, sprinkler system installation and roof repairs. All of the furniture has been ordered. Bids will be coming in on the technology package. A meeting with the Village District on the outside signs was held with another one scheduled for Dec 17th. Bids for the interior signage are still to come. At this point over 50% of the project is complete.

Staff Spotlight

Adult Services Department Head, Dorothy Pawlowski was hired in 2002. Her department has two part-time librarians that maintain the Fiction collections, music CDs, audio books, etc. She has developed personal relationships with the patrons and offers Reader Advisory. Her department compiles lists of titles to read, and "Fiction News" on a monthly basis. Other services available are Homebound Delivery Service, offering help with electronic reading devices, providing services to Book Groups, hosting Tech

Fridays, holding book groups at the Library and Ridgefield Crossings. Dorothy ran a MOOC (Massive Open Online Course) over the summer and had an article printed in the Library Journal on the topic. She attends book fairs to keep up with publishing trends and was on the original building committee for several years.

Opening Year

The Opening Year Committee is looking for potential ad agency partners to promote the “New” Ridgefield Library. Four agencies are interested in the project. Woody Harford gave each a package of previously created marketing materials and asked them to come back in January with a proposal which covers the marketing brief presented at the last board meeting.

Governance Committee

Lorraine Mellon reported that the Chair’s job description is finalized. Give Liz Kelly or Lorraine comments on the other three executive job descriptions handed out. Board members will be receiving a survey about their skill set. The committee wants to know the member skills they feel are important to have on a board.

Development and Gala

Colleen Harkey, Director of Development handed out lists of donors to Board members for follow-up thanks you calls. The committee will approach the Friends Board for their 100% support of the Ridgefield Library by donating to the Annual Appeal. The Appeal has been mailed and the response is very encouraging. There will be one last year-end email appeal going out on December 27th. A tax benefit for 70 ½ yr. old people is available when donating to the Library.

The Dashboard was handed out as of December 12, 2014.

The Gala event is set for May 16th or June 13th, depending on the official opening of the building. Committees are in place for decorations, catering, PR, Writing Team for the program portion. The honorees are Larry and Nancy Bossidy. There will be a tour of the new Library, cocktails and hors d’oeuvres in the building and the program portion will be in a tent in the parking lot.

Campaign Update

Bob Whitton moved to name the Children’s Services area in the new building - the *Philip and Christine Lodewick Family Children’s Library*. Liz Kelly seconded it. The motion was voted on and approved.

Mary Rindfleisch, Assistant Director passed out the Campaign raised to date. One new name for the wall of donors was added. The Wish List is going live shortly on the Library’s website.

Finance

The 2014-15 Budget draft will be handed out at the next Board Meeting.

Adjournment

The meeting was adjourned at 9:35 pm.

Respectfully recorded,
Leslie Vuilleumier
Executive Assistant