

Ridgefield Library Board Meeting  
December 14, 2009

Present: Peter Authier; Abigail Cahill Kagan; Peter Coffin (Chair); Barbara Dobbin; Lori Dowling; Karin Fallon; Thomas Hoban; Liz Kelly; Philip Lodewick; Mark Meachem; Brian Oren; Bob Payne; Cloris Pearson; Bill Wyman

Others present: Director Christina Nolan (ex-officio); Mary Rindfleisch, Leslie Vuilleumier; Kerri Glass

Excused: Eileen Walker

Call to Order

Chairman Peter Coffin called the Board meeting to order on November 23, 2009 at 7:45 pm in the Dayton Program Room of the Ridgefield Library.

Approval of Minutes

The minutes of the November 23, 2009 meeting were approved as distributed.

Chairman's Announcements

Peter Coffin thanked Kerri Glass for her service to the Library for the past 2 ½ years and presented her with a gift of appreciation. She has been on loan to us from the Goldstone Foundation. Kerri commented that the Library has come a long way and she would gladly assist in any future endeavors. Peter also mentioned that a letter thanking Steve Goldstone would be forthcoming.

Abigail Cahill Kagan was also thanked for her service on the Board for the past three years. Abigail came on as a Board member three years ago. She has done a sensational job with Community Involvement and got lots of younger Mom's involved. She has also distinguished herself by working on Camp Snooze twice along in addition to providing strong leadership of the Development Committee. She has resigned to focus more time on her family. She will continue to be a community member on the Development Committee.

Karin Fallon will be heading the Development Committee.

Karin Fallon was thanked for providing the design and professional lighting of the Morris Building entrance. Several Board members helped to draw in traffic to the Friends Holiday Boutique by ringing bells outside the original front doors of the building. A picture capturing the wonder of the evening was passed around. This picture will be used for our holiday cards as well.

The Audit committee will be meeting on Thursday, December 17, 2009 to go over this year's audit. It will be presented to the full board at the next meeting in January.

Pension Plan News – Peter Coffin met with the staff to discuss the action taken on the pension plan. Subsequent to that meeting, Peter received two letters from individual staff members which were shared with the entire Board. These letters both express concern over the Pension Plan changes.

Consent Agenda

A motion to approve the Consent Agenda, including the Closed Day Calendar, Director's Report, the Development Committee Report, and Executive Committee Reports was made and approved.

The Closed Day Calendar was included for the Board Members to be aware the schedule for the upcoming calendar year.

Finance Committee

Pension Plan – Several options are being looked at. Once a plan is chosen, education of the employees with their spouses will follow. They would like to have the plan in place within the next few weeks. The plan will take the form of a 401K with a contribution from the Library. Employees will be able to contribute as well with some match being provided by the Library.

The budget for next year will be worked on after next week's meeting.

Investment Report – The report was handed out at the meeting. Peter Authier reported that the market has improved, which is encouraging.

Cost Curtailments – The Finance Committee took action to take advantage of cost efficiencies by moving to a property management model. This change will take place in January

Fines Report – Fines taken in are somewhat lower than last year at this time, but still ahead of the year before that. The increase to a daily fine of twenty-five cents has drawn in more revenues.

Development Committee

Camp Snooze (October 24 & November 14 ) brought in \$10K for the Library. It is likely that parent chaperones will pay half-price in future years, increasing potential revenues. Previously, the chaperones have been allowed to send their children for free in exchange for working the event.

Director of Development Job – Over 70 resumes were submitted for the position. The first round of nine candidate interviews took place last week. Four were asked back for second interviews. The finalists will have another opportunity to be interviewed before being hired.

Annual Appeal – Forty-four members have joined the Guardian Society to date. The Appeal is going very well with Guardian Society members and non-members increasing their donations over last year. The offset to this is that we have fewer donors, but the ones we have are supporting us to a more generous degree. Note cards are available for Board Members to write a thank you. Any feedback from donors can be passed along to Mary Rindfleisch or Chris Nolan.

Tribute Gift Program – a suggestion was made to use this program as a Holiday Gift idea for the "person who has everything". Brochures were passed out.

Communication Committee

Task Force – A meeting was held with a proposed buyer of the Webster Bank Building. A sub committee is working on considering options relative to the Webster Building (price, conditions, timing of sale, parking, etc. ). Lori Dowling presented time line options for a new Library from

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the perspective of the architect and construction manager. A motion was made and approved to move forward with the pre-design phases not to exceed \$110K. This work will begin in January and will take approximately 2 months. Having this work completed will be essential to presenting a more complete picture to the BOS, BOF and to potential donors. The Design Development and Schematic Design work will be done after the referendum has passed. This work is likely to cost closer to \$2M.

Marketing Plan – Mark Meachem presented the Marketing Proposal from Maida Design. The proposal entails creating an awareness and understanding of what the Library offers and its value to the community. A motion was made and approved to move forward with the proposal not to exceed \$40K. Major elements of the work to be done were reviewed. It is likely that some of this not to exceed dollar amount may be contributed by several sources.

As there was no further business, the Library Board adjourned at 9:20 pm.

Recorded and respectfully submitted,  
Leslie Vuilleumier  
Executive Assistant