

Ridgefield Library Board Meeting
December 17, 2012

Present: Nancy Brandon; Matt Byrnes; Peter Coffin (Chair); Marc Colamaria; Liz Kelly; Philip Lodewick; Lorraine Mellon; Mary Mann Smith; Bob Whitton

Others present: Chris Nolan, Library Director; Robert Cavello, Owner's Rep - Westview Group; Mary Rindfleisch, Assistant Library Director; Leslie Vuilleumier, Executive Assistant; Woody Harford, Guest

Excused: Shane Casey; Rob Ellis; Robert McKean; Dean Miller

Call to Order

Chairman Peter Coffin called the Board meeting to order on December 17, 2012 at 7:35 pm in the Library Program Room.

Approval of Minutes

It was moved that the minutes of the November 26, 2012 Board meeting be approved with two corrections. The motion was voted on and carried.

Chairman's Announcements

Chairman Peter Coffin stated although Karin Fallon has resigned, she supports the Library 100 percent. Nancy Brandon will be the Chairperson of the Development Committee. The Board Members were asked to submit names for additional Board vacancies to be considered.

The safety issue within the current Library location will be addressed with the staff at a meeting on Tuesday, December 18.

Friends of the Ridgefield Library

The Friends Holiday luncheon took place last week.

Building Update

Robert Cavello, Owner's Rep, reported that the interior and exterior abatement work has begun and will be completed by Friday, December 21st. He is waiting on the results of the air testing and the demolition permit. The Sculpture and marble bench will be moved to the current Library location this week. The construction trailer was delivered and put in place and the fencing is going up around the site. Tree protection will begin this week. The Fire Department is scheduled to hold training drills in the building. Rebidding for landscaping, glass and glazing will be on Thursday, December 20th. Furniture, Fixtures and Equipment (FFE) work will begin after January 1st.

Development

The vehicle donation program continues to bring in donations. At the end of March 2013, the Library will hold a fund raiser with "Peachwave" whereby a coupon handed in at time of purchase will return a percentage of that purchase back to the Library. A Chamber after Hours event is scheduled to occur in the New Year. To reach the Development goals set, the committee is working on additional events for Spring 2013. Work on the Development budget continues for a 3-year period. The new Dashboard document was handed out to the Board and tracks Development monies raised and progress toward goals.

Board introductions at Library programs will continue and discussion on how to track patrons at these programs and their donations was discussed.

Strategic Planning Update

The survey for the strategic plan is completed and the Board Members will be surveyed first before it goes out to the public. At the end of January we will begin having Focus Groups that will also bring in information as part of strategic planning..

Finance

The 990 tax returns will be distributed at the next Board meeting to vote on. The Finance Committee is working on the FY 2013-14 operating budget and it will be presented to our full Library Board for their approval before send it to the Town.

Communication

The committee is now preparing the next e-newsletter blast for the end of the year.

Election of New Treasurer

Nominations for a new Treasurer took place at the November 26th Board meeting. Liz Kelly will remain on the Board but no longer as Treasurer due to her work commitment. A motion to elect Dean Miller as Treasurer was moved by Nancy Brandon, seconded by Bob Whitton, voted on and approved effective January 1st.

Consider Amending Two Policies

Policy amendments were made to the Wireless and Internet Use policies. Bob Whitton moved to accept these updates, Nancy Brandon seconded them and the vote was taken and approved.

Adjournment

The Library Board meeting was adjourned at 9:15 pm.

Recorded and respectfully submitted,
Leslie Vuilleumier
Executive Assistant