

Ridgefield Library Board Meeting  
December 19, 2011

Present: Nancy Brandon; Matt Byrnes; Peter Coffin (Chair); Marc Colamaria; Barbara Dobbin; Rob Ellis; Liz Kelly; Philip Lodewick (on Conference Phone); Robert McKean; Cloris Pearson; Bob Whitton

Others present: Library Director Christina Nolan; Assistant Director Mary Rindfleisch; Rebecca Bryan, Bryan Associates; Leslie Vuilleumier, Executive Assistant

Excused: Karin Fallon; Mary Mann Smith; Pat Tenney

Call to Order

Chairman Peter Coffin called the Board meeting to order on December 19, 2011 at 7:50 pm in the Dayton Program Room of the Ridgefield Library.

Approval of Minutes

The minutes of the November 28, 2011 were approved as written.

Chairman's Announcements

Chairman Peter Coffin wished all Happy Holidays. He thanked all of the Board members, staff and Rebecca for their hard work and efforts this year.

Consent Agenda

A motion to approve the Consent Agenda, including Executive Committee, Development, Interim Operations, Communications and Activity Reports was made and approved. As part of the Development Committee report, the Board Members were asked to write a Holiday message on greeting cards for their list of contacts provided and to sign-up for welcome introductions for upcoming programs on the sheet provided.

Friends of the Ridgefield Library

Ann Jepson, Friends President was not present as there was no news to report concerning the Friends.

Notice of Receipt of Bequest

The announcement of a substantial anonymous bequest for the Capital Campaign was made. The amount was approximately \$700,000 more than anticipated.

Campaign Update

The Campaign has reached \$13.6 million to date. Mary Rindfleisch passed around a current list of all donors thus far. Philip Lodewick, Chair of the Campaign Committee is confident we will reach our goal of \$15 million.

A motion to approach the Board of Selectmen on January 4 to request a \$5 million appropriation for the New Ridgefield Library project was made, voted on with a show of hands and approved. If approved by the Board of Selectmen on the evening of January 4, the Board of Selectmen has 15 days in which to send the request on to the Board of Finance for their consideration.

### Communications Committee

Bob Whitton, Chair of the Communications Committee announced the Pre-Referendum Newsletter will be finalized on January 5. Two Referendum mailings and a postcard are being submitted for approval. The PowerPoint presentation for January 4 is under construction. Peter Coffin will be the presenter at that meeting with other Board members in the audience.

### Referendum Committee

A Referendum Guideline Sheet was passed out to Board Members. Cloris Pearson, Committee Co-Chair highlighted a few things to remember during the 45 day blackout period. Guidelines for Staff and the Library Director were included. Cloris Pearson and Karin Fallon will speak with the staff concerning their section of the guidelines.

### Building Committee

Robert McKean, Co-Chair of the Building Committee passed around updated copies of the exterior drawings and a proposed schedule for the building project. The Design Development Phase will be completed by December 31. Estimating and Value Engineering will begin in January. A motion was made to authorize signing a letter of understanding with Newman Architects to proceed with the Construction Documents and to further authorize up to \$290K in funds for this phase. The motion was voted on and approved.

### Interim Operations

Barbara Dobbin, Chair of the Interim Operations Committee, is awaiting the results of the Air Quality Testing at the interim space. She will be going to the Planning and Zoning hearing on January 3 to request a change in use for the interim space formerly known as Balducci's. Following this meeting, the committee will be speaking with the Fire Marshall, building inspector and parking authority. Barbara asked Peter Coffin if he can get a CAD drawing of the space to submit to the structural engineer. Peter contacted the owner's attorney concerning removal of the interior refrigeration boxes. Peter will look into the cost of removal.

### Finance Committee

Liz Kelly, Chair of the Finance Committee and her committee are working on the next Fiscal Year Budget. This budget will include the transition budget along with an operating budget. There will be some increases to salaries and health care costs; Webster Bank expenses will disappear; along with other areas being decreased. The committee is also working on a budget for the first year back in the new Library. The completed 2012-13 budget will be emailed out to Board Members for a vote.

### Development Committee

Nancy Brandon thanked all who volunteered at the Holliday Stroll in early December. The Library netted \$1,000 from the Books on the Common Library Days. The committee is hard at work on the next event – Tables of Content – which will run from January to the 1<sup>st</sup> week in April.

The Appeal mailing was delayed due to having the return envelopes for Appeal and Capital Campaign sent together in one mailing. To date, the Appeal has brought in \$77K. The committee is working on a chart to track the number of patrons returning both envelopes. Some new patrons have become Guardian Society members and it seems people are giving the same amount as they did last year.

FINAL

Mary Rindfleisch, Assistant Director read a note from a patron who gave \$10 from her only source of income, her Social Security Check to the Appeal. She is so grateful to the Library and Staff for their kindness that she regards this as her second home. It was suggested the Board bring this note to the Board of Selectmen meeting on January 4.

Adjournment

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

Recorded and respectfully submitted,  
Leslie Vuilleumier  
Executive Assistant