

Ridgefield Library Board Meeting  
February 25, 2013

Present: Nancy Brandon; Matt Byrnes; Peter Coffin (Chair); Marc Colamaria; Rob Ellis; Philip Lodewick; Robert McKean; Lorraine Mellon; Dean Miller; 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

Excused: Shane Casey; Liz Kelly

Call to Order

Chairman Peter Coffin called the Board meeting to order on February 25, 2013 at 7:35 pm in the Library Program Room.

Approval of Minutes

Philip Lodewick moved that the minutes of the January 28, 2013 Board meeting be approved. Matt Byrnes second it. The motion was voted on and carried.

Chairman's Announcements

Chairman Peter Coffin announced that the budget went before the Board of Selectmen on February 5<sup>th</sup>. The presentation went well.

On April 21<sup>st</sup>, the poetry event of the "Celebrate Spring" fund raiser will be held in Ann Jepson's honor. Peter suggested that Board members consider attending this event.

Friends of the Ridgefield Library

The Friends have a new Book Sale chair – Cris Nichols. She has been instrumental in their internet sales going up and reduction in book sale expenses. The Friends Children's Book Sale will be held March 7<sup>th</sup> – 9<sup>th</sup> in the Circulation area of the Library.

Building Update

Robert Cavello, Owner's Rep, reported that the demolition is substantially completed. The old building materials have been removed off-site and recycled. Unfortunately, a town owned tree came down and ledge rock was discovered. Remediation for an old oil tank which had been previously removed but leaked under the old building foundation is taking place. Any question of radon will be addressed now before the building goes up. The Fire Marshal and the Zoning Department has signed off on the designs. The next step is the issuance of the building permit.

A meeting is scheduled for Thursday, February 28 with the architects to discuss the interior design and Furniture, Fixtures and Equipment (FFE). Robert Cavello will be meeting with people from the Prospector about outdoor lighting and its maintenance, signage, snow plowing the parking lot and sidewalks and the area between the buildings.

Campaign Update

Philip Lodewick reported that the campaign is almost at their goal and still must raise money for the soft costs. Four more donors in the past month have been added to the Wall of Donors (\$10,000 or more). The committee will now be approaching supporters that have not made their donation yet. A Legacy Campaign has been suggested to make up monies that need to be borrowed to finish the project. The committee is still pursuing the Leir Foundation Gift. One hundred bricks have been sold as a small in-house fund raiser for the campaign.

Development

The Development Dashboard and the Development budget handouts were discussed. The Annual Appeal is ahead of last year at this time. Face to Face meetings continue with our bigger donors.

Camp Snooze will take place on March 2-3 for girls and March 9-10 for boys. Director Chris Nolan is still looking for a 4<sup>th</sup> grade parent from VP and Ridgefield Academy to participate.

The Spring Event called “Celebrate Spring” will take place from the end of March through April. The themes are Jazz, Poetry, Beer and Books. Board Members are encouraged to attend and bring their friends. Thanks was given to Philip Lodewick and the Friends for each sponsoring an event.

The Donor Social will be held on May 17. The initial planning is underway.

Communications Committee

A follow-up Annual Appeal mailing is ready to go out on March 18<sup>th</sup>.

Strategic Planning Update

The Strategic Planning Survey and Focus Group meetings are completed. Bob Whitton is going through the data and a presentation on this information, the Mission and Vision statements will be made at the March Board meeting.

Finance Committee

Dean Miller reported that he and Peter Coffin attended the meeting with the Board of Selectmen (BOS) to discuss the 2013-2014 budget. Feedback from the BOS was favorable. Peter Coffin asked for Board support at the next meeting. Having additional Library Board members in the audience is very helpful.

Nominating Committee

At the January Board meeting, discussion of Matt Bynes’ replacement as Board Secretary took place. A motion for Lorraine Mellon to become the new Board secretary was made, voted on and passed.

Executive Session

A motion to go into Executive Session to consider a naming opportunity in the new building was made by Bob Whitton, second by Rob Ellis, voted on and approved. Mary Rindfleisch, Ann Jepson and Leslie Vuilleumier were excused.

Adjournment

Upon returning from Executive Session, the Library Board meeting was adjourned at 9:15 pm.

Recorded and respectfully submitted,  
Leslie Vuilleumier  
Executive Assistant