

Ridgefield Library Board Meeting  
January 27, 2014

Present: Peter Coffin (Chair); Marc Colamaria; 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; Colleen Harkey, Director of Development; Robert Cavello, Owner's Rep - Westview Group; Rhonda Hill, Friends' President; Leslie Vuilleumier, Executive Assistant; Victoria Carlquist, Reference Services Department Head

Excused: Matt Byrnes; Shane Casey; Rob Ellis; Woody Harford

**Call to Order**

Chairman Peter Coffin called the Board meeting to order on January 27, 2014 at 7:35 pm in the Library Program Room.

**Approval of Minutes**

The minutes of the December 16, 2013 were approved as presented. The minutes of January 16, 2014 Board meeting were approved as corrected.

**Chairman's Announcements**

Peter Coffin welcomed Victoria Carlquist as the meeting's Staff Spotlight guest.

**Friends Report**

Rhonda Hill, Friends' President passed out a report of Internet Sales and discussed the results and growth in sales over the past two years. It was noted that November and December 2013 had a record number of internet sales and profits will increase once the Friends move out of 440 Main Street and stop paying rent. Every book donation is scanned to see where the Friends can make the most money from it-either internet sale or book sale in May and October. The Friends of Ridgefield Library are enormously successful with Internet sales because of the core team that has worked together for some time.

**Assistant Director's Report (Presented by Chris Nolan)**

The Ridgefield Library and the Ridgefield Playhouse are applying jointly for a NEA grant of \$10,000 to hold the "Big Read" in the fall of this year. The book/movie chosen is "*The Great Gatsby*" and should appeal to all ages. A brainstorming session with other Ridgefield groups was held to gather ideas of additional events to offer as part of the Big Read.

The dedication date of Friday, May 9<sup>th</sup> has been set. Philip Lodewick, Peter Coffin, Rudy Marconi and Dee Strilowich will be there. There will be special programs, presentations and tours scheduled for Saturday & Sunday, May 10<sup>th</sup> and 11<sup>th</sup>. All of this will be free and open to the public.

**Building Update**

Robert Cavello, Owner's Rep announced the project is in the home stretch. Prospect Street was shut down briefly to facilitate the water need of our construction project. Meetings are scheduled with the Construction manager and various vendors i.e. IT, Security, Telephone, AV, Shelving and the Fire Marshall concerning access to the lower level. The shelving installation is scheduled to start on Monday, February 17<sup>th</sup> and completed by March 1<sup>st</sup> when the books in storage will be moved over. Staff members will be in once the Town's Building Department has allowed occupancy. Restoration to the Morris building section is in progress. Interior signage is in production with approval for the exterior signage.

**Staff Spotlight**

Reference Services Department Head, Victoria Carlquist has worked at this Library for 30 years. She started as a shelver. While working as the Director's secretary she got her MLS. After the Reference desk staff member left, Victoria took over that position. She has three part-time staff members working with her currently. The Reference Librarians are responsible for answering patron questions, obtaining materials for patrons, obtaining tax materials, helping the patrons with computer and data base questions, providing instruction on scanning, signing up for email addresses, filling out online job applications, assisting with electronic publishing and printing and provide Ridgefield history information to name a few. The department oversees the Foundation Collection and Ridgefield obituaries back to 1875.

**Opening Year**

The Opening Year Committee interviewed four marketing firms with the Alexander Isley firm chosen to assist in the promotion of the "New Ridgefield Library". They have begun working on items for the May 9<sup>th</sup> Opening weekend.

**Governance Committee**

Lorraine Mellon has emailed the survey link to Board Members. The surveys should be returned quickly and results will be available by the next Board meeting.

**Development and Gala**

Colleen Harkey, Director of Development handed out the January 27<sup>th</sup> Development meeting minutes, the Dashboard and the Phone call solicitation lists to Board members. Summaries of the phone calls should be returned to Colleen as soon as possible.

Great Expectations scheduled on May 16<sup>th</sup> has sub committees in place. The Save the Date will be mailed shortly. Victoria Secunda, Rob Ellis and Ira Joe Fisher are working on the content of the program.

Mary Mann Smith is looking into the feasibility of a Farm to Table fund raising event in the fall. A raffle is in the works during the Opening Weekend.

The year to date for the Dashboard shows the Guardian Society is at 58% of its goal and the Annual Appeal is at 86% of its goal. It was requested the Dashboard be distributed prior to the Board meeting for member review.

**Finance**

The Finance Committee met with Rudy Marconi and Kevin Redman concerning the Library budget. They will go in front of the Town Finance Board at their meeting one week from tonight at Town Hall.

**Adjournment**

The meeting was adjourned at 9:20 pm.

Respectfully recorded,  
Leslie Vuilleumier  
Executive Assistant