

Ridgefield Library Board Meeting
January 23, 2012

Present: Nancy Brandon; Matt Byrnes; Peter Coffin (Chair); Marc Colamaria; Karin Fallon; Liz Kelly; Philip Lodewick; Cloris Pearson; Mary Mann Smith; Bob Whitton

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

Excused: Barbara Dobbin; Rob Ellis; Robert McKean; Patricia Tenney

Call to Order

Chairman Peter Coffin called the Board meeting to order on January 23, 2012 at 7:35 pm in the Dayton Program Room of the Ridgefield Library.

Approval of Minutes

The minutes of the December 19, 2011 Board meeting were approved as written.

Chairman's Announcements

Chairman Peter Coffin conveyed the importance of keeping up spirits concerning the building project.

Consent Agenda

A motion to approve the Consent Agenda, including Executive Committee, Development, Interim Operations and Activity Reports was made and approved.

Friends of the Ridgefield Library

Ann Jepson, Friends President was not present but Mary Rindfleisch announced the Friends' Children's Book Sale would be held February 23, 24 and 25 in the Sculpture Room.

Campaign Update

The Library Board moved to go into Executive Session to discuss the terms of the agreement between the Town of Ridgefield and the Ridgefield Library. Chris Nolan, Mary Rindfleisch and Leslie Vuilleumier were allowed to remain. The Executive Session ended.

The Capital Campaign has reached \$14 million to date.

Communications Committee

Bob Whitton, Chair of the Communications Committee announced a campaign newsletter proof is ready for review and may be mailed on Friday, January 27. The mailing will go out to 3,500 households. Postage amounts for the mailing have yet to be determined.

Notice of Receipt of Bequest

The Board is waiting for the courts' decision as to when the bequest will be available to the Library.

Building Committee

The P & Z application has been filed and will be considered at their meeting on Tuesday, January 24th. Dimeo will provide a new estimate next week for costs on the project. The project costs will be kept to \$20M. Discussion followed on the type of contract will be used such as construction manager at-risk, owners' representative, etc. This is still to be decided. It was noted that Dave Schneider of Fairfield County Bank suggested someone from their bank to review the documents going out for bid. This may be the time to add an owner's representative on the building committee and to be on-site to watch the job progress.

Audit Committee

Chairperson Barbara Dobbin's minutes were passed out during the meeting. Blum and Shapiro gave us a clean letter and a management letter for our files. Next year, the Library will have a different auditor who is knowledgeable with non-profits. The Board will receive a copy of the report prepared by Blum & Shapiro.

A motion was made for the financials prepared by Blum & Shapiro restating 2010 & given in 2011 be adopted. The motion was seconded, voted on and approved.

Finance Committee

Liz Kelly, Chair of the Finance Committee, and her committee are working on the budgets –the transition year 2012 – 2013, the blended year 2013 -2014 (6 months at the interim property & 6 months at the new Library) and 2014 – 2015 (year one at the New Library). The budgets include a increase to salaries, increase to health care benefits, flat budget for utilities, other expenses such as technology and custodial care are reflected as well as an increase for additions to the collection. The expense of RFID (Radio Frequency Identification tags) will be included and carried forward in these budgets. Money to fully fund the pension plan will be taken out of investments.

Development Committee

Mary Rindfleisch, Assistant Director announced the Annual Appeal has brought in \$94,007 fiscal year to date. Guardian Society members are at 38 which includes 7 new members. This is up 20% over last year at this time.

The Tables of Content fund raiser will be held again this year with 8 table offerings. The invitations will be mailed out at the end of this week. Karin Fallon, Chair of the Development Committee asked that a board member be present at each table.

The Development Committee is reviewing the gift acceptance and donor recognition policies. The Finance Committee will then review them before being brought to the Board for their consideration.

Interim Operations

Approval was received from P & Z for a change of use on the Balducci's property for a Library. Peter Coffin and Mary Rindfleisch will be meeting with a contractor to fit out the space. The staff is taking inventory of items to go to the interim space, to go into storage and to be discarded or sold. Mary Rindfleisch is putting together RFP's (Requests for Proposal) and working towards getting a mover scheduled. A meeting with the owner's attorney is scheduled for early February.

Adjournment

The Library Board meeting was adjourned at 9:25 pm.

Recorded and respectfully submitted,

Leslie Vuilleumier

Executive Assistant