

Ridgefield Library Board Meeting
January 28, 2013

Present: Nancy Brandon; Matt Byrnes; Shane Casey; Peter Coffin (Chair); Liz Kelly; Philip Lodewick; Robert McKean; Lorraine Mellon; Dean Miller

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

Excused: Marc Colamaria; Rob Ellis; Mary Mann Smith; Bob Whitton

Call to Order

Chairman Peter Coffin called the Board meeting to order on January 28, 2013 at 7:30 pm in the Library Program Room.

Approval of Minutes

It was moved that the minutes of the December 17, 2012 Board meeting be approved. The motion was voted on and carried.

Chairman's Announcements

Chairman Peter Coffin wished everyone a Happy New Year. He asked the Board Members to think about potential new members which might be interested in joining the Board.

Friends of the Ridgefield Library

The Friends will be participating in a Focus Group as part of our Strategic Planning effort next week. They will be holding a Children's Book Sale in March in the Circulation area. One of the "Celebrate Spring" events will be sponsored by the Friends in honor of Ann Jepson, President of the Friends. Rhonda Hill will take over as President in July 2013.

Building Update

Robert Cavello, Owner's Rep, reported that the demolition should be completed by the end of this week – February 1st. Some additional abatement was discovered and will be taken care of. Work on the issuance of the building permit has started, along with design meetings to develop final interior finishes. Exploration of additional cost/scope reduction, rebidding of trade work and monitoring of LEED compliance with the Construction Manager and Design Team continues. The utility easement has been resolved with the "Prospector Project". A discussion concerning the future outdoor lighting is needed between the Prospector and the Library. The overall schedule has the project substantially completed in Mid-February 2014 with the facility move-in and opening around April 2014.

Development

The Development Dashboard handout was discussed. The Annual Appeal has brought in 61% of the annual goal to date. There will be a follow-up mailing at the end of February or March.

There will be a Spring Event called "Celebrate Spring". Invitations for the suite of four events held in April will be mailed in March. This mini "Tables of Content" will be based on the themes: Jazz, Poetry, Beer and Books.

Camp Snooze dates have been scheduled. March 2 – 3 will be just for girls and March 9 – 10 for boys.

The Ridgefield Playhouse has asked the Library to partner with them on the town wide "Big Read". The selection under consideration is *Tom Sawyer*.

Strategic Planning Update

The Strategic Planning Survey will wrap up on Thursday, January 31st. To date, 465 people have taken the survey. Focus Group meetings started last week and continue through the beginning of February.

The committee is working on a revision of the Mission and Vision Statements and the draft will be distributed in March to Board Members.

Finance

The preview of the budget with First Selectman Rudy Marconi took place last week. Some minor changes were made. The Committee will meet with the Board of Selectmen in March (The date has since been revised to February 5th). An update on the investments was also presented.

Nominating

Matt Byrnes will be stepping down as Secretary due to his new position at the Wooster School. Philip Lodewick made a motion to elect Lorraine Mellon as Secretary, Dean Miller seconded it. A vote will be taken at the March meeting as per the by-laws. The committee will meet to discuss potential nominees to fill vacancies on the board.

Request for Approval of the 990

Board members were asked to review the document that was previously emailed. Lorraine Mellon moved to accept the 990 document, Nancy Brandon second it, all voted and the motion was passed. This document will be posted on our website for the public.

Campaign Update

Philip Lodewick asked the Board with help to raise the last amount of money needed for the project including soft costs. Small events may be needed to accomplish this task. A full page ad of all those on the Wall of Donors will appear in the Ridgefield Press on February 14, 2013.

Naming Opportunities – Philip Lodewick moved to approve the following naming opportunities: the Swainson Family Children’s Reading Room and the Patricia & Scott Tenney Family Reading Room. Liz Kelly seconded it, all voted and the motion was passed.

Resolution for New Signature Cards at Banks

Liz Kelly moved to adopt new signature cards which included Dean Miller as Liz Kelly’s replacement for Treasurer. Robert McKean seconded it, all voted and the motion was passed.

Adjournment

The Library Board meeting was adjourned at 8:45 pm.

Recorded and respectfully submitted,
Leslie Vuilleumier
Executive Assistant