

APPROVED

Ridgefield Library Board Meeting
July 19, 2010

Present: Carroll Brewster (Chair); Barbara Dobbin; Lori Dowling; Karin Fallon; Liz Kelly; Philip Lodewick; Bob Payne; Cloris Pearson

Others present: Director Christina Nolan (ex-officio); Mary Rindfleisch; Leslie Vuilleumier; Ann Jepson, President of Friends of the Ridgefield Library

Excused: Brian Oren; Thomas Hoban; Bill Wyman

Guest: Heidi Weber, Ridgefield resident

Call to Order

Chairman Carroll Brewster called the Board meeting to order on July 19, 2010 at 7:35 pm in the Dayton Program Room of the Ridgefield Library.

Approval of Minutes

The minutes of the June 21, 2010 meeting were approved.

Chairman's Announcements

Carroll Brewster welcomed the new Friends of the Library President, Ann Jepson. Strengthening the relationship between the two Boards is a priority for the coming year. A thank you note from the Friends Board members that attended the Library Board retreat in June was read.

Committee Assignments – The committees will remain the same for now unless an individual wants to change. Request to change should be directed to Carroll Brewster or Karin Fallon. Bill Wyman has resigned from Communications Committee as Chair due to his personal work load. Lori Dowling and Brian Oren will co-chair this committee. The Nominating Committee continues to work on filling the vacant positions on the Board. Cloris Pearson, Karin Fallon and Chris Nolan will constitute that committee.

The next Board meeting will be August 16, 2010.

Congratulations to Mary Rindfleisch for the Ann S. Richardson Fund grant she wrote. The Library is the recipient of a \$200,000 grant for the Capital Campaign Fund. Announcement of this grant to the public will occur at a later date.

Consent Agenda

A motion to approve the Consent Agenda, including 2010-2011 Schedule of Library Board Meetings, Activity Report, Executive Committee, Building Improvement Committee and Development Committee reports was made and approved.

Friends of the Library

Friends of the Library President, Ann Jepson announced the Friends Retreat scheduled for August 30 at the Leir Center. The Friends are currently working on a fundraiser they are sponsoring at the Playhouse, The Belle of Amherst. This will take place on September 26.

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Carroll Brewster would like to have a joint board get-together at his home sometime in September - details to follow.

Finance Committee

The Finance Committee recommended a one year contract with R. Bryan Associates for the coming year. Recommendation was voted on and approved.

Campaign Budget – A proposed 5 year Campaign Budget was distributed. This was examined and discussed. The recommendation to accept the budget was voted on and approved.

Cash Management for Campaign-related Expenses for the Next Quarter – The Finance Committee recommended \$210,000 be transferred from Vanguard Balanced Index Fund to our Union Savings account for expenditures anticipated before the end of September. This recommendation was voted on and approved.

The Finance Committee will be exploring options for investing donations to the Capital Campaign in the safest possible manner. The market volatility is a concern.

Retirement Plan Contributions – The Library's portion of Retirement monies to be transferred to Principal will be approximately \$93,000. This is 10% of the salaries of those eligible to participate.

Campaign Update

The Kick-off Campaign Party on July 8 at the Lodewick's home was attended by about 80 people. The presentation given by Mike Nelson was exceptional as were the talks given by Carroll Brewster, Philip Lodewick and Rudy Marconi. The campaign is now in the "Quiet Phase." Meetings have been scheduled with the steering and advisory committee members to take ownership and begin cultivating of assigned prospects. The prospects will be included in the upcoming campaign events.

Development Committee

Annual Appeal – Monies raised last year, including restricted gifts saw an increase of 35.7% over previous year. The average gift is up over 31% due to the creation of the Guardian Society which has 69 members. Scheduled fund raising events brought in \$22,000.

Mary Rindfleisch distributed the final solicitor report to all Board Members.

Parents Appeal – Mailing was completed the second week in June. The gift amount as of this date is \$4,000 with more gifts expected through the summer. Last year's total was \$6,600.

Jane Leff will become active with the Friends organizations and also serve on the Library's Development Committee. She will help to coordinate information between boards concerning the Capital Campaign & Development efforts.

Upcoming Special Events – Aug 4 & 5, Piccolo's Pizza will donate 50% of the proceeds to the Library for people redeeming a special bookmark. This will celebrate the end of the Summer Reading Program. Karin Fallon is looking into a Bartending Night at Toscano's to benefit the Library sometime in September. David Gale will be giving a private reception at the Buckwalter's home on October 1 followed by a ticketed concert for the public on October 3 at the South Salem Presbyterian Church.

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Communications Committee

A meeting has been scheduled for Wednesday, July 21st to meet with Brandmark to go over the work to be done.

We have received a proposed contract from Consentino Films Inc to provide us with a video as part of the campaign materials. This will help us build understanding and support for our building project. The director of this filming is the local resident and esteemed documentarian Joe Consentino. Local library supporters will be used to illustrate major points in the video. The budget of \$38,600 for the video was voted on & approved.

Resolutions

Authority to have new signature cards for all investment accounts to reflect the new officers was approved.

Announcements

Carroll Brewster had closing remarks concerning the Executive Committee. This committee sets the agenda for the Board meeting. Should a Call for Action be required, the Executive Committee then has the authority to make decisions and will report these to the Board members at the next meeting.

The Summer Reading Program (SRP) is open to adults. Board members were encouraged to participate and were given a SRP bookmark.

The “Big Read” flyer was passed out, promoting this September’s event. Ridgefield will be reading *The Grapes of Wrath* by John Steinbeck.

A Disabilities Etiquette Workshop is scheduled during the Staff Meeting on Wednesday, July 21st at 9 am in the Dayton Program Room. Board members are welcome to attend.

The Library will be keeping the Selectmen and the Board of Finance members informed of development related to the Campaign.

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

Recorded and respectfully submitted,
Leslie Vuilleumier
Executive Assistant