

Ridgefield Library Board Meeting  
June 23, 2014

Present: Matt Byrnes; Shane Casey; Peter Coffin (Board Chair); Marc Colamaria; Liz Kelly; Philip Lodewick; Lorraine Mellon; Dean Miller; George Nichols; David Schaffer; Mary Mann Smith

Others present: Chris Nolan, Library Director, Mary Rindfleisch, Assistant Director; Colleen Harkey, Director of Development; Robert Cavello, Owner's rep—Westview Group; Gary Rapp, new Board members as of 7/1/14; David Yaun, new Board member as of 7/1/14

Excused: Rob Ellis, Robert McKean; Woody Harford

**Call to Order**

Board Chair Peter Coffin called the Board meeting to order at 6:30 pm on June 23, 2014 in the Dayton Program Room.

**Approval of Minutes**

The minutes of the May 19, 2014 Library Board meeting were approved as corrected. This was moved by Robert Whitton, seconded by Dean Miller. Passed unanimously.

**Chairman's Comments**

Chair Peter Coffin welcomed the incoming board members who were in attendance at this meeting: Gary Rapp and David Yaun. Introductions were made.

While Robert McKean was not present, Chair Peter Coffin wanted the minutes to reflect a sincere thank you for Robert McKean's service to the Board. He served as Chair of the Building Committee during the planning stages and immediately before bringing on our Owner's Rep. He has moved to Florida. He has been a particularly supportive Board member.

**Building Update**

Robert Cavello indicated we are working on the last 10% of the punch list. Nearly all the documents, etc. are ready to apply for LEED certification. The formal submission will be in September. Robert suggested that getting this certification is a good opportunity for publicity and press.

It appears that The Prospector project will be finished toward the end of July. Robert will help to facilitate the initial coordinating meetings between the two entities.

The final budget numbers have not yet been vetted as some of the paperwork is still being completed. There are many reconciliations still to be done. We are expecting a large rebate from CL&P for green work we did. There is an open issue with MJ Daly.

## **Friends Update**

Mary Rindfleisch provided the Friends update. The Friends have received a very large number of used book donations since the building has opened. The Friends have been enormously helpful in providing tours of the new building. To date, they have provided tours to over 400 people.

## **Finance**

We are a week away from closing the Fiscal year. We are in the final push of the Appeal hoping to make our goal. The money spent on marketing efforts has come some from operating and some from the campaign funds. Adjustments will be made.

The Finance Committee authorized a draw of up to \$111,300 to cover year end expenses. This was planned for in the operating budget.

The Finance Committee extended the contract with RBryan Associates at one-half of the cost of the previous contract. This contract extends through June 30, 2015.

The Finance Committee approved the Investment Policy Statement. It was brought to the full board for their approval. It passed unanimously.

## **Development and Gala**

Great Expectations net exceeded \$80,000. This is 52% over our goal. We had 299 paying guests and a great staff turnout at the gala. It was a great success.

The Development Dashboard was reviewed. For next year, more attention will be paid to our Business Partnerships. In a push to capture Guardian Society renewals, personalized letters were sent to these folks signed by David and Julie Yaun.

Chair Peter Coffin thanked Colleen Harkey for her hard work on Development and on behalf of our first ever Gala. Colleen will be leaving the position as Director of Development as of June 30.

## **Approval of Resolutions**

There were resolutions for our bank accounts at Fairfield County Bank, our account at Union Savings and our account at First Niagara. These resolution enable the incoming officers to be signatories on these accounts. It was moved by Philip Lodewick, seconded by Robert Whitton, to approve these resolutions as presented. Motion carried unanimously.

## **Governance**

The previously submitted slate of officers for the upcoming year was voted on and approved unanimously. Marc Colamaria, Chair; Liz Kelly Vice-Chair; Dean Miller, Treasurer; Lorraine, Secretary.

At this point Peter Coffin handed over the gavel to Chair Marc Colamaria. As his first official act, Chair Colamaria, announced the unanimous vote of the Board that Peter Coffin had been elected Emeritus. Congratulations to Peter for an outstanding job. In recognition of Peter's

outstanding dedication and leadership over a period of nine years, he was also honored to have a study room named for the Peter T Coffin family.

With no further business, the meeting was adjourned at 7:35 pm

Respectfully submitted,  
Christina B. Nolan  
Library Director