

Ridgefield Library Board Meeting
June 25, 2012

Present: Nancy Brandon; Peter Coffin (Chair); Rob Ellis; Liz Kelly; Philip Lodewick; Robert McKean; Mary Mann Smith

Others present: Chris Nolan, Library Director; Mary Rindfleisch, Assistant Director; Leslie Vuilleumier, Lesley Lambton, Programs Director; Laurie McGavin Bachman, Programs Assistant

Excused: Matt Byrnes; Marc Colamaria; Barbara Dobbin; Karin Fallon; Cloris Pearson; Patricia Tenney; Bob Whitton

Call to Order

Chairman Peter Coffin called the Board meeting to order on June 25, 2012 at 7:45 pm in the Dayton Program Room of the Ridgefield Library. No Action could be taken on the agenda items due to not having a quorum.

Chairman's Announcements

Peter Coffin thanked Barbara Dobbin and Cloris Pearson for their years of service as Board Members. Although neither was present, they were given a standing ovation. Reinstating Barbara Dobbin as Emerita after her second time on the Library Board was discussed. She had a total of 16 years on the Board. (An email vote was later taken and Barbara Dobbin was re-instated as Emerita.)

Peter also thanked Barbara Dobbin and Pat Tenney for their part in the negotiations on the Interim Space. They are very close to a lease. And the last thank you went to Marc Colamaria for the time consuming work he has put in on the easement discussion between the Library and the Prospector's future owners.

Friends of the Ridgefield Library

Mary Rindfleisch gave the Friends report in Ann Jepson, Friends President's absence. The Friends Book Buggy in Ballard Park and at the Recreation Center starts next Monday, July 2, 2012.

The Friends have contacted Reynolds and Rowella to work with them in an official capacity. Plans for scheduling a retreat at the Leir Center are forthcoming.

Creativity Conference

Lesley Lambton and Laurie McGavin Bachman gave an update on the successful Creativity Conference that took place in April 2012 in Ridgefield. The first conference of this type brought rave reviews to all parties involved – The Aldrich Contemporary Museum of Art, Ridgefield Arts Council, Friends of the Ridgefield Library, the Waldorf School and Lesley and Laurie representing the Ridgefield Library. This event had 18 programs scheduled, 300 participants and 30 speakers over a day and a half. Due to the large amount of work involved, Lesley Lambton said they would entertain doing the conference again in 2-3 years. The Aldrich Museum was kind enough to offer space at their site for adult programs while we are located at the interim site.

Nominating

Discussion of Shane Casey and Lorraine Mellon being added as new Board Members took place. No vote was taken at this meeting. Orientation for new Board members is scheduled for July 23. (Voting via email has since taken place and approved Shane Casey and Lorraine Mellon as new Board Members).

Resolution for New Account at First Niagara

A new bank account was opened at First Niagara (formerly HSBC) Bank for monies donated for Technology. Signature cards were present for officers to sign at this meeting.

Development Committee

Co-Chair Nancy Brandon thanked the Board Members for their support and help at the Last Hurrah Event held on June 1st as well as a big thank you to the Ridgefield Library Staff. The event netted over \$12.5K.

Annual Appeal – The year end estimate of donations is lower than hoped for due to a decline in Guardian Society membership. The Development Fundraising Plan was distributed at an earlier meeting to Board members with minor changes in language, then voted on and approved via email.

The Development Committee will plan a Guardian Society October event to kick-off the new Appeal year. The Parent's Appeal letter was mailed in June with a Summer Reading Program (SRP) bookmark of events. Online registration for the SRP has already started. An end of fiscal year email blast is scheduled for further donations. The Newcomers Club donated \$1,660 from their recent event to the Library.

The Ridgefield Library recently benefitted from a car donation made by Mary Mann Smith. The car was donated to an organization that specializes in helping non-profit benefit for the proceeds of such gifts. Mary indicated that this was handled very professionally and quickly. Mary felt that we should spotlight this as an easy way to benefit the Library.

Campaign

As of last week, the Campaign has \$14.2 million in cash or commitments. The Town of Ridgefield Board of Finance has asked for a report of campaign income and verification of \$15 million in donations. The Board of Finance also needs to know our schedule of expenses in order to plan when the \$5 million of Town money will be needed.

Naming Opportunities - Two naming Opportunities – Ellis Family Teen Center and Fairfield County Bank Study Room were discussed. Through a later email to all Board Members, these were voted on and approved.

Building Committee

The Building Committee received 17 submissions for the Owner's Representative Job. Robert McKean and Lori Dowling have reviewed the resumes and have asked Peter Bachman to help with the process. A meeting will be held on Thursday, June 28th to determine possible candidates.

Planning and Zoning requested paperwork and public notices. A pre-construction meeting will be scheduled soon. The 25 Prospect Street building will close around July 25th. The committee is moving into the bid process phase of construction.

Finance

The certified financial planner at MetLife Service, Elizabeth Lefebvre Cleary suggested to the Finance Committee changing some low performing funds in the Retirement 401K Plan.

The Finance Committee approved withdrawing \$120K out of the Vanguard account for operating year end funding and the withdrawal of \$437K to pay off the Defined Benefit Pension Plan. An extension of Rebecca Bryan's contract was approved for the next year.

The transition budget will not be in effect at this time. There will be higher operating costs until we move to the interim space in approximately 1 – 2 months.

Interim Operations

As of the last Board meeting, the space at 901 Ethan Allen Highway is no longer being considered. There has been movement on the lease for the Balducci's space. Parking still remains a problem. St. Stephen's has offered 8 spaces in the back of their parking lot. Once the lease is signed it will take 3 – 4 weeks for fit-out. We would be closed to the public approximately 2 – 3 weeks.

Adjournment

The Library Board meeting was adjourned at 8:55 pm.

Recorded and respectfully submitted,
Leslie Vuilleumier
Executive Assistant