

Ridgefield Library Board
March 23, 2009

Present: Peter Authier; Melissa Buckwalter, Peter Coffin, (Chair); Barbara Dobbin; Lori Dowling; Mark Meachem, Brian Oren; Robert Payne; Cloris Pearson; Beverley Rogers; Eileen Walker

Others present: Director Christina Nolan (ex-officio); Mary Rindfleisch, Assistant Library Director; Robert Leavitt, President, Friends of Ridgefield Library; Leslie Vuilleumier, Executive Assistant

Excused: Thomas Hoban; Abigail Cahill Kagan; Bruce Ruehl

Call to Order

Chairman Peter Coffin called the Board meeting to order on March 23, 2009 at 7:45 PM in the Dayton Program room of the Ridgefield Library.

Approval of Minutes

The February 23, 2009 Board minutes were approved as written.

Chairman's Announcements

Feedback about the Webster Bank – Articles still are appearing in the local papers. Since the last board meeting, the State recognized the Webster Bank building as an historic place. The Town has decided that the Library will appear before Planning & Zoning for the demolition application.

Consent Agenda

The consent agenda was approved. It included the Director's Report, the Activity Report, the Development Committee Report and the Building Improvement Committee Report.

Director's Report

A Pink Slip Party is scheduled for April 6, 2009 in the Dayton Program Room. Julie Jansen will be speaking at the event. If any Board Member knows of job openings or projects available, contact Chris Nolan.

Year of Astronomy – Mary Rindfleisch has the final brochure for the events. April 19th will be the gala opening.

Nutmeg Book Award author program will be taking place in April. This program is being sponsored by HSBC.

Friends of the Library

The storage container is in place in the Webster Bank parking lot. The Friends will contact Rudy Marconi about a possible space in the Old High School to use for their internet books sales and workspace. A rental fee for the space may be required.

Development Committee

The Annual Spring Social is scheduled for Friday, May 1st, 6:30 to 9:30 PM on the first floor of the Library and will tie in the Year of Astronomy Exhibit. It will be a catered event and the board members may be asked to help out during the evening. Invitations will be sent shortly. The motion to award Hope Swenson & Melissa Brady with the Paccadolmi Award for leadership and volunteerism respectively was approved. This award will be presented at the event to the recipients. The committee would like to have the Tribute Brochure finished to hand out that night.

Morris Legacy Society – The Inaugural Class will be honored tentatively on June 14th at the Elms Inn for Sunday Brunch. The Board is asked to underwrite the event. Chris Nolan and Mary Rindfleisch will also be invited.

Annual Appeal – The number of donors is down 11% from last year but the average individual donation amount is up 9%. The Appeal donations are 6% higher than last year at this time.

Finance Committee

Committee Member Peter Authier reported that the February Finance statements are in order. The 2008-09 amount budgeted for Fines of \$55K will most likely be attained. We are at \$41K to date. The two Webster Bank accounts were authorized to be closed. The Committee is working on updating the Limits of Authority document (hand out).

Chris Nolan and Peter Authier will be meeting with the consultant on the Pension Plan on Thursday, March 26.

Tom Hoban & Chris Nolan are working on the Operations Review.

Building Improvement Committee

Bob Jewel was asked to submit the application to the Town for the Webster Bank demolition. Members of the board will be going to the Planning & Zoning meeting next Tuesday. P&Z will decide if a public hearing will be necessary and the library will be represented at the public hearing if and when it's scheduled. Bob Jewel will present at those meetings for the library. Caldwell & Walsh have been selected to remediate hazardous materials along with demolishing the building.

Strategic Discussion on Policies

The new IRS version of 990 has become a more extensive document and requires additional policies to be in place. Chris Nolan has begun work on Document Retention, Whistleblower and Conflict of Interest policies. Drafts of these policies were handed out for the Board to review and will be voted on at the next meeting. Additional information required for the 990 will detail the Library's three largest programs with back-up data. The new 990 will give the public a broader understanding of the Ridgefield Library and assist them in determining if they want to donate to the Library.

ACCEPTED

Employee Handbook updates concerning Time Off, Voting, Personnel Records & an added Whistleblower section were discussed. The Personnel Committee will meet and review the entire document.

As there was no further business to discuss, the Library Board adjourned at 9:05 PM.

Recorded and respectfully submitted,
Leslie Vuilleumier
Executive Assistant