

Ridgefield Library Board Meeting
March 24, 2014

Present: Shane Casey; Peter Coffin (Chair); Marc Colamaria; Rob Ellis; Liz Kelly; Robert McKean; Lorraine Mellon; Dean Miller; George Nichols; Mary Mann Smith; Bob Whitton

Others present: Chris Nolan, Library Director; Mary Rindfleisch, Assistant Director; Colleen Harkey, Director of Development; Robert Cavello, Owner's Rep - Westview Group; Rhonda Hill, Friends' President; Leslie Vuilleumier, Executive Assistant; Laureen Bubniak, Development Associate

Excused: Matt Byrnes; Philip Lodewick; David Schaffer; Woody Harford

Call to Order

Chair Peter Coffin called the Board meeting to order on March 24, 2014 at 7:35 pm in the Library Program Room.

Approval of Minutes

The minutes of the February 25, 2014 were approved.

Chairman's Announcements

Peter Coffin announced the sad news of former Friends' President, Ann Jepson's passing. She was a wonderful person and tireless supporter of the Library.

Building Update

Robert Cavello, Owner's Rep updated the group with the following items – Fire Pump testing was delayed due to adding a liner to the street pipe by Aquarian. The test scheduled for Monday, March 24 was successful. Delivery of shelving was held up at the port due to snow. The shelving arrived with several pieces not manufactured properly. The installer sent them back to be fixed and should arrive soon. The elevator and Fire Alarm testing passed. The first clean-up of the building took place, the terrace has been completed, millwork for the Morris Room arrived, the construction fence was removed and trailer will leave the site on Tuesday. Signage will be completed by the end of the week. A/V and technology packages will be 90% commissioned in the next few days. The construction crew is awaiting the leak in the Morris Building to dry out and temperatures to rise before final repairs can be made. The furniture has arrived. A punch list of items to be attended to before the construction company vacates the site will be compiled. The collection in the basement of 21 Governor Street is scheduled to move over to the building around April 1st.

Staff Spotlight

Development Associate, Laureen Bubniak has worked at this Library for 3½ years. She was hired as the Campaign Associate and also worked on the New Library Campaign website. She has been involved in the Sneak Peak Tours, Campaign e-Newsletter, Read-a-thon fund raiser bringing in \$20,000, Cutest Kid Contest, Community Mural, Wish List Program, Author's Event/Corner of the Mural and Pledge Status Spread Sheet. She handles updating of the Raiser's Edge database for all donations to Capital Campaign and Annual Appeals. As a thank you for all of Laureen's hard work and dedication, a mural spine in her honor was presented to Laureen at the meeting by the Board Members.

Friends of the Ridgefield Library

Rhonda Hill, President of the Friends announced that the Friends last donation to the Capital Campaign has brought their donation to over \$300,000. The group is working on a docent program to offer tours of the new building on Opening Weekend and thereafter by appointment. The Friends had some extra money they wanted to use by purchasing the following items for the Library: 3D printer, portable audio recording studio, Animation Cameras, iPads for programming use.

The next Friends' Book Sale takes place May 2 – 5 at Yanity Gym. The Friends lease at 440 Main will be up in August. Therefore there is no rush to move the internet operations into the new Building.

Finance

The Finance Committee met with each of the Selectmen individually to go over the budget. The Selectmen elected to trim \$80,000 from our proposed operating budget for the upcoming year. The Finance Committee shared with the full Board the proposed new budget, which includes a one year temporary increase of the unrestricted endowment withdrawal to 5%. This budget will be proposed to the Town Board of Finance next week.

A motion was made to approve the proposed new budget by Bob Whitton and second by Liz Kelly. Motion was voted on and passed. In addition, a motion was made to approve the one year temporary increase of the endowment withdrawal by Bob Whitton and second by Liz Kelly. Motion was voted on and passed.

Policy Considerations

A new Internet Use Policy was discussed. The policy states there will be filters placed on hard wired computers in the children's area but not in the adult area. There is no filtering in place for laptops using WiFi in the building. George Nichols moved the policy be accepted. Bob Whitton second the motion. It was voted on and approved.

The Room Use and Rental Policies were discussed next. Mary Rindfleisch explained the different rental scenarios. A motion to accept the new Room Use and Rental Policies was made by Bob Whitton, second by Lorraine Mellon, voted on and approved.

Governance Committee

The call for new Board members was advertised in last week's Ridgefield Press and will appear again this week. It also appeared on Hamlet Hub. The ads have generated responses and Lorraine Mellon has sent them the application materials. The deadline is April 8th. Applicants will have an initial meeting with Lorraine and Chris Nolan, Library Director. The full committee will interview the candidates. Names of potential members will be announced at the May Board Meeting for the three available openings on the Board.

Development and Gala

Mary Mann Smith announced that the Farm to Table event proposed for the Fall will not be going forward. Suggestions for another fund raiser were requested to be given to her.

Face to face meetings will be scheduled to help bridge the gap of the Appeal from last year to this. The Appeal follow-up is scheduled to go out at the end of this Fiscal Year.

The Gala has a commitment of almost all of the sponsorships to support the event. In-kind donations have been given by Pepsi, Benzinger, Diageo, Deborah Ann's Chocolates, Rodier Florist and the Cake Box. We have asked Alison Stockel to help in getting some talent for Great Expectations.

Opening Weekend will showcase a raffle with a week at the Cape and a weekend in NYC as prizes. Tickets will be presold and the drawing will be held that weekend.

The Dashboard was passed out and showed 74% of the Annual Appeal and 81% of Guardian Society goals have been reached.

An update of the RTD as of 2/28/14 for the Capital Campaign was distributed.

Opening Year

Many things are planned for the Opening Weekend which include: a Book Brigade, Library Tours, Entertainment and much more.

A countdown to Opening day will be seen on the Library website and at the Interim Location. A direct mailing to every Ridgefield Household will encourage residents to come into the New Library on the Opening Weekend.

Naming Opportunities

A motion was made by Bob Whitton to name the small Children's Program Room – The Kellen Family's Children's Program Room. It was second by Dean Miller, voted on and approved. A motion was made by Mary Smith to include six names to the Wall of Donors for their in-kind donations to the project. It was second by Bob Whitton, voted on and passed.

A new plaque will be displayed for the Morris Legacy Society listing those patrons that have designated the Library as a beneficiary in their wills.

Adjournment

The meeting was adjourned at 9:35 pm.

Respectfully recorded,
Leslie Vuilleumier
Executive Assistant