

Ridgefield Library Board Meeting
March 25, 2013

Present: Nancy Brandon; Matt Byrnes; Shane Casey; Peter Coffin (Chair); Marc Colamaria; Rob Ellis; Lorraine Mellon; Dean Miller; Bob Whitton

Others present: Chris Nolan, Library Director; Robert Cavello, Owner's Rep - Westview Group; Mary Rindfleisch, Assistant Library Director; Cloris Pearson, former Board Member, Chair of the Strategic Planning Task Force

Excused: Liz Kelly; Philip Lodewick; Robert McKean; Mary Mann Smith

Call to Order

Chairman Peter Coffin called the Board meeting to order on March 25, 2013 at 7:40 pm in the Library Program Room.

Approval of Minutes

Bob Whitton moved the minutes of the February 25, 2013 Board meeting be approved. Dean Miller seconded the motion. The motion was voted on and carried.

Chairman's Announcements

Chairman Peter Coffin expressed appreciation for Matt Byrne's service on the Executive Committee serving as the Secretary. Matt has resigned that position due to his work demands as he becomes the incoming Headmaster at Wooster School.

Friends of the Ridgefield Library

The Friends had a profit of \$2,500 from their recent sale of children's books. The Internet book sales have continued to increase in the last few months.

A reminder, the Friends big book sale will be at Yanity Gym during the first weekend in May.

Building Update

Robert Cavello, Owner's Rep, reported that we have 3 challenges at the present: contaminated soils; the timing of the building permit and the weather. Recent poor weather has made it difficult to pour footings. He believes we are one month off schedule, but he cautioned that this does not mean we will be one month off the timeline. There are many opportunities along the way to make up time. Steel will be coming in shortly. Work on signage will begin shortly.

Strategic Planning

Cloris Pearson and Bob Whitton presented a very comprehensive explanation and PowerPoint of the data gathering and work on the new strategic plan. This represents a minimum of eight months of work. Included in the data is the Board Retreat from last fall, a Staff workshop last October, the online survey from town residents, and follow up focus groups. In all, more than 600 participated. In the main, the public regards the Library very favorably. Many of the issues cited by the public are ones already known to us (for example, quiet zones in the building).

The presentation this evening is intended to spark questions before the Board will consider a motion at the April Library Board meeting to adopt a new mission, vision, values and objectives for our new Strategic Plan. Once the Board has formally adopted this, there will be small work groups to help identify action plans to support the objectives. (Following the Board Meeting, the Strategic Planning Task Force offered an information session on the strategic planning work and outcomes for Board members to come ask questions to more fully understand this important document)

Development

The Development Dashboard and the Development budget handouts were discussed. The Annual Appeal is ahead of last year at this time. Face to Face meetings continue with our bigger donors.

The Spring Event called “Celebrate Spring” will take place from the end of March through April. The next offering is a craft beer tasting event on April 6 sponsored by Woody and Suni Harford. On April 21 we will be offering an evening of poetry which will honor Ann Jepson for her service to the Friends of Ridgefield Library.

The Donor Social will be held on May 17. The initial planning is underway. It is customary for the Board to consider and approve the Paccadolmi award recipients. For the leadership category it was recommended that Barbara Dobbin and Patricia Tenney receive this for their inspired dedication and thorough work on securing the location and re-fit of the Library’s interim space. For the volunteer category, it was suggested that the McGerald family be considered. Kasey co-initiated the Children’s Read-A-Thon. Kathy McGerald was a significant help during the time of the referendum preparation, and Evan was a host and chef for one of our Tables of Contents dinners. It was moved by Dean Miller, seconded by Nancy Brandon, to recognize these people as presented. Motion carried unanimously.

Campaign Update

The Raised to Date report was reviewed. There were no naming options to vote on at this time.

Communications Committee

A follow-up Annual Appeal mailing is in the mail. Personalized messages and notes are being included in our Guardian Society follow ups.

Another initiative being handled by the Communications Committee is a design contest for a new library card. This will culminate in September (National Library Card month).

Nominating

The notice has been printed in the Ridgefield Press. Interested parties must apply by April 9. At present we have 3 openings. The highest priority is to have board members with significant HR skills and experience.

Finance Committee

Dean Miller reported that we will be presenting our Proposed Operating Budget to the Board of Finance on April 1. It is greatly appreciated to have Board support in the audience.

The meeting was adjourned at 9:25 pm.

Recorded and respectfully submitted,
Christina Nolan
Library Director