

Ridgefield Library Board Meeting  
November 18, 2013

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

Others present: Chris Nolan, Library Director; Mary Rindfleisch, Assistant Library Director; Robert Cavello, Owner's Rep - Westview Group; Leslie Vuilleumier, Executive Assistant; Rhonda Hill, Friends President; Trevor Gladwin, Circulation Department Head

Excused: Matt Byrnes; Philip Lodewick; David Schaffer

### **Call to Order**

Chairman Peter Coffin called the Board meeting to order on November 18, 2013 at 7:40 pm in the Library Program Room.

### **Approval of Minutes**

The minutes of the October 28, 2013 Board meeting were approved as presented.

### **Chairman's Announcements**

Peter Coffin wished everyone a Happy Thanksgiving. He welcomed Trevor Gladwin, Circulation Department Head. Peter asked the Board members to consider increasing their personal Appeal donation in light of the Appeal goal being 25% higher than last year's.

### **Friends Report**

Rhonda Hill, Friends' President announced that the Friends are working on items that will be announced at a later date.

### **Building Update**

Robert Cavello, Owner's Rep gave an oral update of the Building Project. A written report will be available at the end of the month. Robert reported the grading and sidewalks are completed; interior work continues; the gas and electric utilities are in the building; an open issue with water pressure for the sprinkler system is being worked on; furniture has been ordered for three of the four vendors; rooftop HVAC units will be delivered soon; Additional inside emergency lighting was needed; the paving machine is onsite for the parking lot. A Meeting with town officials to discuss timing of the Certificate of Occupancy of the building took place last week. A group from the Library and the Prospector met to discuss operations of mutual campus responsibilities. The Library can now request a partial reimbursement of the State Grant money of \$500K to be released.

### **Staff Spotlight**

Circulation Department Head, Trevor Gladwin was hired as a shelver in 2004, then joined the Circulation team in 2007 and became the Department Head in 2008. He has been a lifelong lover of libraries and music. Trevor oversees management of patron accounts, circulation and shelver staff. He explained the Circulation system called Evergreen from Bibliomation. He is looking forward to the RFID tagging system which will allow more interaction with the patrons and the Circulation staff. Challenges he sees for Circulation include an increase in circulation, changing roles of the circulation staff and possible reader advisory roles for his staff.

### **Opening Year**

Woody Harford distributed the committee's Marketing Brief and discussed objectives to make the new Ridgefield Library something for everyone by partnering with other businesses and organizations in town, growing the Guardian Society and increasing the number of annual appeal contributions over the next 18

months. The committee will look at several plans to accomplish this goal. The full Board will consider choices once they have been vetted by the Opening Year Committee.

### **Governance Committee**

Lorraine Mellon reported that Peter Coffin will be going off the Board as Chair at the end of this fiscal year. The committee is working on this job description and should start looking by March 1<sup>st</sup> for Peter's replacement. A draft was handed out to the Board and any suggestions should be referred to Liz Kelly. Job descriptions of the three other Executive Board positions (Vice-Chair, Treasurer and Secretary) will be drafted for review by the Board.

### **Audit Committee**

A clean and unqualified report was received from the auditor. A motion was made by Rob Ellis to adopt and receive the audit for 2012-13 fiscal year. Woody Harford seconded it. After voting, the motion was approved.

### **Development and Gala**

The November 1<sup>st</sup> Guardian Society Kick-off held at the building construction site was a huge success. Camp Snooze, held on November 2 & 3 surpassed its fundraising goal and was great fun for all. Colleen Harkey and Laureen Bubniak continue working on the Gala. The title for this event is "Great Expectations" and the award given will be called the "Hope Award". Instead of Tables of Content early next year, a Downton Abbey event is scheduled for January 12<sup>th</sup> or January 19<sup>th</sup>. . The committee is looking to hold a Farm to Table fund raising event in the Fall.

A reminder was given to Shop Local the weekend of Thanksgiving at Books on the Common (BOTC). Ellen Byrnes, owner of BOTC will give the Library a portion of all sales when the patron shows their Library Card at check-out.

The Dashboard was handed out as of November 13, 2014.

### **Campaign Update**

The raised to date for the Capital Campaign was \$17,000 more than last month's total. Proceeds of the Gala will go towards the Capital Campaign Fund.

### **Finance**

The 2014-15 Budget draft will be handed out at the next Board Meeting.

### **Adjournment**

The meeting was adjourned at 9:55 pm.

Respectfully recorded,  
Leslie Vuilleumier  
Executive Assistant