

Ridgefield Library Board Meeting
November 26, 2012

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

Others present: Chris Nolan, Library Director; Rebecca Bryan, R. Bryan Associates, Development Consultant; Robert Cavello, Owner's Rep - Westview Group; Mary Rindfleisch, Assistant Library Director; Leslie Vuilleumier, Executive Assistant; Glori Norwitt, Guest

Excused: Rob Ellis; Karin Fallon; Liz Kelly; Philip Lodewick; Mary Mann Smith

Call to Order

Chairman Peter Coffin called the Board meeting to order on November 26, 2012 at 6:30 pm in the Library Program Room.

Approval of Minutes

It was moved that the minutes of the October 22, 2012 Board meeting be approved as distributed. The motion was voted on and carried.

Chairman's Announcements

Chairman Peter Coffin announced that Dean Miller would be replacing Liz Kelly as the Finance Committee Chair due to Liz's work commitment. A vote will be taken at the December Board meeting for Dean Miller to assume the Treasurer position.

Peter Coffin reminded those present about the "Holiday Toast to You" event on Sunday, December 2nd at 5:30 – 7:00 PM in the Library. A list of the invitees will be sent to the Board members for their help in encouraging people they know to attend.

Friends of the Ridgefield Library

It was reported the Friends emailed out their invitations for the Friends holiday luncheon on December 10th at John's Best Restaurant. Please RSVP if you plan to attend.

Building Update

Robert Cavello, Owner's Rep, reported that the abatement and demo agreements have been sent to Dimeo. Abatement should begin on December 6th and will take approximately two weeks. This will be followed by utility disconnects and then demolition. Work continues on the budget with rebids for glass and landscaping. Construction costs should be finalized after the holidays. Robert will be holding twice a month meetings on Tuesdays going forward. Robert McKean has the name of the refinisher used on the Morris Building front doors and will forward that onto Robert Cavello. Although the timeline has changed the end date of the project remains the same.

Development

The Books on the Common event was over Thanksgiving weekend. They are sending us a check for \$900 which is a portion of the sales from their customers who showed their Library Cards at time of check out. The next event scheduled is the "Holiday Toast to You" on December 2th, from 5:30 – 7 PM. The committee is working on a mid-winter event to be determined.

Face-to-Face meetings with Guardian Society members are ongoing. The goal is to have five meetings a month while focusing on how to increase donors through these meetings.

Rebecca Bryan announced the Development Goals have been approved. As a result, a Dashboard Report will be provided each month detailing these goals and the progress made. There will also be a

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monthly Budget vs. Actual report detailing the Annual Appeal contributions. A follow-up note or phone call by Board Members to donors in this category has been requested for these donations. Currently the total brought in for this year's Annual Appeal is approximately \$31,000. There will be a follow-up mailing in the new year.

Goals set for Guardian Society membership are 19 additional members and 40 renewals this fiscal year. To date we have 3 additional members and 11 renewals.

Capital Campaign

A breakdown of contributions was handed out to the Board Members. A funding proposal has been submitted to the Leir Foundation. We expect action on this proposal at their December meeting. Other fund raising for the campaign will slow down until the Annual Appeal has reached the community. "The Last Mile" event was discussed as a possible campaign event. Legacy Donations will be pursued by the committee and previous donors may be approached for technology donations in the future. A proposal to name one of the areas in the new building's Children's Services area the Couri Family Center was moved by Shane Casey, seconded by Bob Whitton. Motion carried.

Strategic Planning Update

The committee is working on a strategic planning survey. A draft version will be distributed to the Board members before it is finalized and goes out to the community. A change management speaker will be at the Library in January or February as part of this planning effort to speak to the staff and the Board.

Finance

The Finance Committee met last week to begin work on the 2013-14 budget. There will be follow up meetings to talk about projecting the budget out 3 years. Members will be attending the Ridgefield Town Board of Finance meeting in December to review cash flow on the building project.

Communication

The committee is preparing the next e-newsletter blast for the end of the year. The committee was commended for their efforts on the Annual Appeal and Report just mailed out. A big thank you was given to Bob Whitton.

Adjournment

The Library Board meeting was adjourned at 8:00 pm.

Recorded and respectfully submitted,
Leslie Vuilleumier
Executive Assistant