

Ridgefield Library Board Meeting  
October 28, 2013

Present: Matt Byrnes; Shane Casey; Peter Coffin (Chair); Marc Colamaria; Rob Ellis; Woody Harford; Liz Kelly; Philip Lodewick; Dean Miller; Mary Mann Smith; Bob Whitton

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

Excused: Robert McKean; Lorraine Mellon; George Nichols; Mary Rindfleisch, Assistant Library Director; David Schaffer

### **Call to Order**

Chairman Peter Coffin called the Board meeting to order on October 28, 2013 at 7:35 pm in the Library Program Room.

### **Approval of Minutes**

The minutes of the September 23, 2013 Board meeting were approved as presented.

### **Chairman's Announcements**

Peter Coffin announced the Guardian Society event on Friday, November 1<sup>st</sup> will take place in the new building under construction. Additional attendees are needed and the Board was asked to make follow-up phone calls.

### **Friends Report**

Rhonda Hill, Friends' President announced that approximately \$22,000 was taken in at the recent October Friends Book Sale. The Internet sales from last September to now have totaled over \$53,000. The increase in sales at the Book Fair is attributed to the alphabetical arrangement and sorting by genre of the books to be sold. Something new this year – 501c3 organizations were invited to come after the sale on Monday to take what was remaining. Over 70 boxes were given away. The Library Board thanked the Friends for their hard efforts.

### **Staff Spotlight**

Teen Librarian, Geri Diorio shared with the Board what she does in a typical day of work and her background. She has been at the Ridgefield Library for 11 years and is not only the Teen Librarian but also the Department Head of Children's Services.

### **Building Update**

Robert Cavello, Owner's Rep gave the update of the Building Project. The exterior of the building is over 90% complete. Preparation for landscaping, paving, electrical, plumbing and ducting work continues. Meetings with the signage representative and the Prospector people are scheduled over the next few weeks to discuss shared areas. Robert will be going back to Planning and Zoning about building occupancy and discussion of the site sign. Shelving and furniture are being ordered in a few days. The first application for the State Grant of \$500,000 paperwork can now be initiated and the initial release of money requested.

### **Opening Year**

Woody Harford relayed the 1<sup>st</sup> meeting of the group took place to discuss what the group wants to accomplish. Re-launching the Ridgefield Library may entail a marketing group to help. Woody has a contact in Ridgefield that may be able to help with this. If other Board members have a marketing agency

to recommend, please contact Woody. The next meeting of this committee is scheduled for November 13 at 7 pm.

**Development and Gala**

Colleen Harkey announced the honoree's name for the Gala. The Gala will be a signature event every year. It will be a presentation by friends and family of the honoree's public contributions and the connection to the Library values. Proceeds from the event will go to the Capital Campaign for this year only. Colleen is still looking for people to work on the committee. The committee is looking for suggestions on naming the event, the plaque and a tag line. Suggestions are being accepted through December 6. Save the dates will be mailed in January.

The Dashboard was handed out and discussed.

The staff and Board will begin personalizing Appeal Letters at the end of this week.

**Campaign Update**

The Campaign Ridgefield Library Status Update was handed out and discussed.

**Finance**

The Capital Campaign bridge loan with Fairfield County Bank was signed on October 21<sup>st</sup>. The Library received the town's \$5 million Capital Campaign check on October 11<sup>th</sup>.

**Executive Session**

A motion to go into Executive Session for personnel purposes was made, seconded, voted on and approved. Chris Nolan, Leslie Vuilleumier, Colleen Harkey and Rhonda Hill were excused.

The Board reconvened in open session.

**Adjournment**

The meeting was adjourned at 9:30 pm.

Respectfully recorded,  
Leslie Vuilleumier  
Executive Assistant