

Ridgefield Library Board Meeting
October 22, 2012

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

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

Excused: Liz Kelly; Mary Rindfleisch, Assistant Library Director

Call to Order

Chairman Peter Coffin called the Board meeting to order on October 22, 2012 at 7:30 pm in the Library Program Room.

Approval of Minutes

It was moved that the minutes of the September 24, 2012 Board meeting be approved as distributed. The motion was voted on and carried.

Chairman's Announcements

Chairman Peter Coffin announced that this was the first Board Meeting held in the new location. He thanked all who worked on the Strategic Planning and those Board members that participated in the "Fall for Ridgefield" event.

Consent Agenda

The Consent Agenda will no longer appear on the agenda going forward except for this month. A motion to approve the Consent Agenda, including Development, Executive, Audit and Activity Reports was made, voted on and approved.

Friends of the Ridgefield Library

It was reported the Friends were wrapping up a very successful Book Sale today and could not attend. The Board would like to get younger members involved with the Friends. Any ideas would be entertained. Library Director Chris Nolan made the suggestion to provide dinner for the Friends at their next Book Sale in May on the evening they close down. She would welcome any help in this endeavor.

Building Update

Robert Cavello, Owner's Rep reported that he has attended meetings every Tuesday to get up to speed on the events with the Building project prior to his hiring. The State Library Grant papers have been signed for the \$500K grant. The permitting and the bid processes have started. Decisions on the Demo and Abatement contractor have been made. He is working on a Construction Manager contract with Dimeo. The contract with Newman is finalized as is the commissioning agent contract. The Ridgefield Fire Department may be using the old building for training purposes if time permits before demolition. The remaining outside plants and bushes may be taken by the town to use elsewhere in Ridgefield. The demolition date is approximately set for December 1st with a project completion date the end of January 2014.

Annual Appeal/Report

Annual Appeal - The Board members have been asked to write personal notes on Appeal letters. A sign up list was circulated and folders will be prepared for each board member. Rebecca Bryan has written up some note samples that will be included in the folders. At this time, \$18K has been raised without the appeal letter being mailed and includes \$2,000 from the vehicle donation program. The

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mailing is anticipated to go out around Nov 6th. Nancy Brandon asked that Board Members to sign up and speak at programs and book group meetings about annual appeal participation.

Annual Report – The proofs for the Annual Report should be available next week.

Development

Mark your calendars for a get together at the Library on Sunday, December 2nd with Guardian Society Members and prospects. Drinks and light fare will be served from 5 – 6:30 PM.

The Committee is looking into two new events, 1) a mid-winter fund raising event – TBD and 2) “The Last Mile” event which is a running race. The committee would like to have this event around Library Week in April.

Face to Face is a concept that will pair Board Members with our 46 high campaign donors to discuss their participation in the appeal at the Guardian Society level. The purpose is to solidify a relationship with the donor going forward. Rebecca Bryan, Chris Nolan and Lorraine Mellon acted out a role playing exercise that demonstrated how the meeting might occur. An FAQ sheet about Face to Face was passed out.

Capital Campaign

At this time, the amount left to raise is a little more than \$300K to reach our \$20 million goal. A proposal will be submitted to the Leir Foundation by November 1st asking for a \$230K grant towards the Capital Campaign.

Audit

The Library had a clean audit this year. The principal auditor was someone familiar with non-profits. Audit documents were emailed to the Board Members. [subsequent to the Board meeting, the Board approved an action to adopt the new audit. This received unanimous approval].

Strategic Planning Update

Lorraine Mellon reported for Cloris Pearson. After the Board Retreat, Cloris Pearson and Rebecca Bryan meet with the Staff for a strategic planning session. A meeting with community members will also be scheduled to help with this plan. Cloris is looking to have a speaker come in for the staff and Board.

Nominating

Currently, there are two open spots on the Board. Looking forward to the move back to the new Library, there will most likely be staff changes and a Board member with HR experience or an attorney in the HR field would be most helpful. Any suggestions for candidates will be entertained. Board meeting Invitations to possible candidates would be offered.

Adjournment

The Library Board meeting was adjourned at 9:05 pm.

Recorded and respectfully submitted,
Leslie Vuilleumier
Executive Assistant