

Ridgefield Library Board Meeting
October 24, 2011

Present: Nancy Brandon; Peter Coffin (Chair); Marc Colamaria; Barbara Dobbin; Karin Fallon; Philip Lodewick; Robert McKean; Cloris Pearson; Mary Mann Smith; Pat Tenney; Bob Whitton;

Others present: Director Christina Nolan; Assistant Director Mary Rindfleisch;

Excused: Rob Ellis; Liz Kelly

Call to Order

Chairman Peter Coffin called the Board meeting to order on October 24, 2011 at 7:35 pm in the Dayton Program Room of the Ridgefield Library.

Approval of Minutes

The minutes of the September 26, 2001 and October 10, 2011 meetings were approved as written.

Chairman's Announcements

Chairman Peter Coffin presented a gift from the Library Board, Rebecca Bryan and the Friends President, Ann Jepson to Director Christina Nolan and Assistant Director Mary Rindfleisch. The gift was a replica of two personalized 5" spines for the community mural in appreciation of the work ethic and dedication to the building project by the recipients. This was a complete surprise to both Mary and Chris. This is a very meaningful gift and much appreciated by the recipients.

Chairman Coffin announced with regret that Bill Wyman has submitted his resignation citing work commitments. Bill added much to the financial skills for the Board and brought an excellent sense of communication and marketing. In addition, in his early time on the Library Board he was very instrumental in getting the entire Board to embrace a whole new project rather than a remodeling. He was very persuasive in getting us solidly behind that path. We are very appreciative of his time with us.

We have been in communication with the attorney for Hope Swenson's estate. It is anticipated that we should be receiving a list of assts in the estate shortly.

Chairman Coffin reviewed the discussion from the prior Board meeting in which we discussed adding 3 specific individuals to the Advisory Board in recognition of the lasting impact of their work: Liz Montanari; Lori Dowling and Melissa Buckwalter. This action was unanimously approved. Director Nolan will send them each a letter informing them of the Board's action.

Along the lines, the Library Board wishes to recognize the extraordinary contributions, skilled negotiations and leadership of Sally Savoia by voting her an Emeritus member of the Board. This action was unanimously agreed to. Sally had been asked to join the board meeting this evening but had a business conflict. She will be informed of this honor and be sent a letter as well.

Consent Agenda

It was moved and seconded to approve the Consent Agenda as outlined on the agenda. Motion carried.

Friends

Ann Jepson was not in attendance because the major fall book sale had just concluded. The book sale was held in Yanity Gym to the delight of many customers and volunteers. It appears to have been quite successful.

Campaign Update

More than 500 letters were sent to a list of new prospects identified via Wealth Engine. These letters were personalized. We are eagerly looking forward to a special event on November 5 at the Harford's home that is being held for significant donors as well as significant prospects. This is expected to be a very special evening. We are hoping to close the gap on the \$15M by December.

Bob Whitton, Chair of Communications Committee is spearheading the preparation of the presentation to the elected officials. He will be working closely with Rebecca Byran on this with significant help from staff and board members. There was some discussion about presenting a dry run of this presentation to our Advisory Board members.

Interim Operations

Barbara Dobbin, Chair of the Interim Operations Committee, shared a chart of locations considered for our interim operations. The premise is that we will be likely to move to this space by April and rent for 16-18 months. She reviewed the various spaces which had been toured and the pros and cons of each potential space. There are very few viable options. The space that housed the former Balducci store is large enough, is centrally located in town, has good parking but the floor loading limits will need to be professionally tested for us to know if this is a space we can use. Barbara also reviewed the budget allocated for Interim Operations. This is a very tight budget.

Finance Committee

In the absence of Treasurer Liz Kelly, Vice Chair Marc Colamaria reported out for the Finance Committee. The Finance Committee adopted the working budget for the year 2011-2012 and recommended that the full board adopt this as well. The motion was considered and passed. This budget reflects decision made in May 2011 once the town budget vote passed.

The Finance Committee also had closely examined the Campaign Budget in their meeting earlier this evening. The last time this was adopted was in July 2010. The proposed Campaign Budget was approved by the Finance Committee and recommended that this be adopted by the full board. Motion carried.

The Finance Committee recommended an amendment to our retirement plan to allow In-Service Distribution by employees who are already beyond the Normal Retirement Age (65) as specified by the plan. This was brought to the full board. This was moved by Robert McKean, seconded by Patricia Tenney. Motion carried.

Building Committee

Committee Co-Chair Robert McKean reported that every other week meetings with the architect are continuing as they are refining aspects of the building. We are scheduled to present the project to the Village District Commission on November 8. The architects are the presenters; our Board members are largely observers. The VDC is advisory to Planning and Zoning. The architects are expecting to present new exterior drawings later this week on Thursday evening. We are getting ready to consider proposals from various AV consultants. After that will be work to consider lighting consultants. Work on the interiors is continuing with Michelle Newman.

Communication

Bob Whitton, Chair of the Communications Committee, reviewed the work on advocacy pieces that will be mailed to about 2,000 households. These pieces are nearly ready and will be printed and held until we present our case to the Board of Selectmen and get a referendum date.

Our Referendum Team will be providing us with rules as to specific behaviors for staff and others to follow during the referendum blackout period.

Development Committee

The Annual Appeal is in its final stages of development. It is planned that the letter to the 500 “new” prospects be mailed first, followed by the drop of the annual appeal. We will be using 2 different colored envelopes in this mailing since we are specifically mentioning both the Capital Campaign and the Annual Appeal. With one color envelope for the annual appeal and another color envelope specifically marked for the Campaign, we hope this is clear to the donors.

Development Chair Karin Fallon spoke of a productive exploration on the Parent Appeal Strategy she had with a small group of young donors. Many good ideas were explored. It is uncertain if we will be doing a Parents Appeal this spring.

The Sinatra in the Stacks program was reviewed. This is to be on Friday November 4. All details have been arranged---all that is left is to have fun on the night of the program.

The Board spoke of the possibility of participating in a forum to be presented by the League of Women Voters on the Library Project. No decision on this was made. It can be considered further if there is sufficient interest in this.

Bank Resolution

A resolution was made and approved unanimously to open a checking account at HSBC Bank for deposits and expenditures related to a newly established Technology Fund and to authorize signatories on that account.

Adjournment

The Library Board meeting was adjourned at 9:15 pm.

Recorded and respectfully submitted,
Christina B. Nolan
Library Director