

Ridgefield Library Board Meeting---Annual Retreat
September 23, 2013

Present: Matt Byrnes; Shane Casey; Peter Coffin (Chair); Marc Colamaria; Woody Harford; Liz Kelly; Philip Lodewick; Lorraine Mellon; Dean Miller; George Nichols; David Shaffer; Mary Mann Smith; Bob Whitton

Others Present: Cloris Pearson (former Library Board member and Chair of Strategic Planning) ; Chris Nolan, Library Director; Colleen Harkey, Director of Development; Mary Rindfleisch, Assistant Library Director

Excused: Rob Ellis; Robert McKean

Peter Coffin welcomed people to the Leir Retreat Center for our Annual Retreat at 4:30 pm on September 23, 2013.

Chair announcements

Peter announced that Campaign Operations will be dissolving. It has done an enormous amount of work and kept us focused while we were in the phase of creating the campaign materials, getting town approval of various building plans, referendum planning, publicity and raising project funds.

The Building Committee has also been dissolved. Since the hiring of the Owner's Representative, this committee has largely relied on Robert Cavello to attend to the many facets of the building in lieu of the Building Committee. The Building Committee has done a tremendous job over many years of hard work with the architect and construction managers.

The Strategic Planning Committee is also dissolved. This able group did a great deal of work designing and executing a public survey, holding focus groups, creating a new mission, vision and values to guide us in the New Ridgefield Library.

Peter expressed sincere appreciation for the dedication and hard work of each of these committees. They have accomplished a great deal. We are now in a new phase. To reflect the new phase, new Committees and assignments have been made. After individual meetings with board members, assignments have been made. To reflect the new work, we are adding a Gala Committee, an Opening Year Committee, strengthening the Governance Committee, and have identified a Search Committee to begin working on hiring the successor library director. A new Committee sheet was distributed.

Strategic Planning

Cloris Pearson did an overview of the Strategic Planning Task Force Work Plan. Initiatives have been crafted for each of the major 13 areas that were addressed. Each of these major areas has been "assigned" to a particular group or committee to be responsible for. In some cases, such as Opening Year, a special ad hoc committee was formed. This plan will guide us for the years 2013-2016. There will be regular follow up at the Board level to track progress. It was suggested that a template of each of the initiatives be used to monitor: Red would indicate a need to discuss; Amber means take a cautious look; Green indicating that it is on track. The Library Director is tasked with bringing this snapshot to the Executive Committee and then to the full Board on a quarterly basis.

Peter thanked Cloris for her exceptional work and leadership. She was given flowers and a recognition gift in appreciation. Cloris is an outstanding example of former board members who continue to stay engaged with the Board and lend their leadership.

Development discussion and Gala

Colleen Harkey led a discussion of development involvement with the Board members—various ways they might be involved with this, motivations for being involved, and advantages for board participation in the fundraising. She also gave a broad overview of the Gala that is being planned for May 16, 2014. This will be a mission driven event that is informative, inspirational and honors an individual (s). The intention is to have this similar to the Kennedy Center honoring. Some discussion of potential honorees followed. More to come. Colleen will also be initiating an Employee Giving Week to encourage staff participation in the Annual Appeal.

Staff spotlight

In a general comment, it was suggested that a Staff member present a 5 minute spotlight of what they do in the Library at each Board meeting. This will help the Board members have more information about practical operations in the organization.

Opening Year Charter

Woody Harford outlined the charter of the Opening Year Committee. This is a huge opportunity to re-launch the New Ridgefield Library. The building will be new, and many new opportunities, services and programs will be introduced. It is important for us to plan both internally and externally to make certain we coordinate and plan the many ways to impress upon the public that this Library is new in its physical being, but also in the ways we carry out our business. The Opening Year Committee will function as an umbrella much in the same way that Campaign Operations did. This Special Committee will manage the coordination of various initiatives outside of the Soft Opening of the Building, the Grand Opening of the Building and the Gala. The actual management will remain with specific committees such as Development and Communications, or staff as appropriate. The Committee is intended to ensure that activities that the Library Board and staff undertake in the First Year make the community aware of the New Library's mission, vision and values. This is intended to underscore to the community that this is a new experience and that is their NEW RIDGEFIELD LIBRARY. This is intended to be a time limited Special Committee, functioning until at least June 2015.

Governance Charter

Lorraine Mellon is chair of the Governance Committee. The Strategic Planning work initiatives brought to light elements that rightfully belong to the Governance Committee. Because we hadn't used our Governance Committee in this way, a charter was developed. The Governance Committee is a standing Committee of the Board. Its purpose is to support the work of the Board by developing and enhancing the capacity of the Board members to govern effectively and efficiently. In summary, their work addresses Board composition, Board knowledge, Board effectiveness and Board leadership.

Review of 2nd year of Development Plan

Colleen reviewed the timeline of the appeal with the various segments. We are planning a GS kickoff at the construction site, taking advantage of the excitement of the building. Initial GS appeal letters will drop immediately after the GS kickoff. The General drop will follow that. The design and copy of the appeal is well underway. More personalization is included in this Appeal, engaging the staff in parts of this. The Board members will be assigned personalization notes as well.

The Development Dashboard will return shortly. This will incorporate the items we intend to track per the 2nd Year of the Development Plan.

Call To Order

Chair Peter Coffin called the meeting to order at 8:05 pm.

Approval of Minutes

The minutes of the August 26, 2013 were examined and one modification of a date was made. It was moved by Philip Lodewick, seconded by Woody Harford to adopt these minutes with the one correction. Motion passed.

Conflict of Interest

The annual review of the Conflict of Interest statement was done. Each board member is expected to sign this on an annual basis. These signed statements are held on file.

Donor Confidentiality Statement

The annual review of Donor Confidentiality was reviewed. Each board member is expected to sign this on an annual basis. These signed statements are held on file.

Naming of a Study Room

We have a donor interested in a room naming. This is for one of the study rooms---the one closest to the administration area. The donor has requested the following name: *Stephen Antkiw in memory of my wife Joan Antkiw*. This was put to a vote of the Board and it passed unanimously.

Swing Loan Terms

The Finance Committee of the Board had recommended approval of the terms of the swing loan with Fairfield County Bank. The terms were reviewed by the whole Board. It was approved by the full Board. The Loan Committee of the FCB has approved us for the loan. The closing of the transaction will take place within the month.

Adjournment

It was moved and seconded that we adjourn. Motion carried. Meeting was adjourned at 8:21 pm.

Respectfully recorded,
Christina B. Nolan
Library Director