

Ridgefield Library Board Meeting
September 20, 2010

Present: Nancy Brandon; Carroll Brewster (Chair); Marc Colamaria; Barbara Dobbin; Lori Dowling; Karin Fallon; Thomas Hoban; Liz Kelly; Philip Lodewick; Bobby Mathoda; Brian Oren; Bob Payne; Bill Wyman

Others present: Director Christina Nolan (ex-officio); Mary Rindfleisch; Leslie Vuilleumier; Ann Jepson, President of Friends of the Ridgefield Library; Richard Munday, Newman Architects

Excused: Rob Ellis; Cloris Pearson

Call to Order

Chairman Carroll Brewster called the Board meeting to order on September 20, 2010 at 7:35 pm in the Dayton Program Room of the Ridgefield Library.

Approval of Minutes

The minutes of the August 16, 2010 meeting were approved.

Chairman's Announcements

Carroll Brewster welcomed three of the four new Board members, Nancy Brandon, Marc Colamaria and Bobby Mathoda to the Ridgefield Library Board. All present introduced themselves to the new members.

Carroll Brewster announced an event to be held at his house for all Board Members on the Library Board and the Friends' Board. It will be held October 22, 5:30 – 8 pm. The Library Board Members will supply the food. He requested that all Library Board members join the Friends' as members before this event.

On October 5, 2010 prior Board members have been invited to view the campaign video and learn of the Campaign progress. Campaign Chair, Philip Lodewick, Carroll Brewster, Chris Nolan and Lori Dowling will preside over the event.

Additions to the Assistant Director's Report include: Chris Nolan will attend the State Library Board Meeting to request an extension on the \$500,000 State grant previously dedicated to the Ridgefield Library. The current brochure for the Big Read was passed out.

Consent Agenda

A motion to approve the Consent Agenda, including Activity Report, Executive Committee, and Building Improvement Committee reports was made and approved.

Friends of the Library

Friends of the Library President, Ann Jepson announced the Friends voted to approve a grant of \$30,000 towards the cost of the campaign video. The Belle of Amherst fundraiser on September 26 at the Playhouse and the October Book Sale may provide additional funds for this video.

Architectural Review of Proposed Exteriors

Richard Munday from Newman Architects presented three new exterior views which are more traditional. These proposed alternatives are all within our project budget. The interior design will not change. General discussion and comments followed. The exterior choice was narrowed down to one scheme with suggestions of additional detail changes.

Conflict of Interest

Carroll Brewster requested that the Conflict of Interest Policy be signed by all board members. Blank copies were passed out. This Conflict of Interest Policy is kept on file.

Consideration of Additional Architectural Work

Barbara Dobbin asked that the Board hear a Campaign update before considering the possible authorization of additional architectural work.

Campaign Update

The campaign is in its major donor cultivation phase. The committee will meet with these donors over the next 30-45 days to discuss their commitment to the campaign. Philip and Christine Lodewick have offered to host an event at their home for this group of people in November. Smaller gatherings hosted by a board member with potential donors will be scheduled with a goal of 20 gatherings by the end of the year. The committee is working on a mini campaign with corporations and local banks. Philip Lodewick, Campaign Chair, reminded the Board members of the need for 100% participation in the Board group. The Steering and Advisory committees will also be asked to make their commitments. Philip suggested that press releases announcing large donations appear in the Ridgefield Press on a regular basis. A status sheet of cash and commitments to the Campaign was distributed

Consideration of Additional Architectural Work

Lori Dowling presented the Board with a request to authorize the next phase of architectural work. This phase, called schematic design, will take 3 months to accomplish and will provide us with greater detail about the building and well as a far more accurate estimate of cost. By undertaking this work now, it will allow us to meet our objective of getting a shovel in the ground by September 2011. It was moved by Lori Dowling, seconded by Barbara Dobbin, that the Board authorize a not to exceed amount of \$320k for this architectural work. Motion carried.

Finance Committee

New Retirement Plan Expense – The match of 2% for the next few months will remain the same for this fiscal year. The 10% organizational match will be reviewed. The committee is researching what other libraries do in this regard.

The committee is exploring ways to invest the donations to the Capital Campaign so that there is no risk of loss of funds.

Referendum Committee

Karin Fallon and Cloris Pearson have put together a plan for the referendum that includes three mass mailings to key residences from the voter list and the Library's donor lists along with supplying Press Releases for those taking the Library tours. Their efforts begin on October 1 to get ready for a referendum in 2011. The July 23, 1010 article in the Ridgefield Press will be a part of the packet of press pieces.

APPROVED

Development Committee

Annual Appeal –Annual Appeal Kick-off Event is a private reception and concert at the Buckwalter’s home with David Gale as guest violinist on Friday, Oct 1, 6:30 – 8:30 PM for the Guardian Society members and other select donors. On Sunday, October 3, David Gale will give another concert for the public as a fundraiser at the South Salem Presbyterian Church. The Annual Appeal letter has been drafted to go out to the Guardian Society members and Judi Margolin, Director of Annual Giving, will be working on the details of the general mailing to those outside those targeted for the Guardian Society.

Toscana Fundraiser – The celebrity bartender evening with Peter Coffin and Nick Donofrio at Toscana’s is scheduled for Thursday, October 28. Tips and 20% of sales that evening will go to the Library.

New Concept for a Fundraiser – “Tables of Content” will offer different themed venues hosted by individuals such as a dinner party, cocktail party or lunch for 8 or more. Those interested in a specific dining event would pay to attend. A neighboring town has been very successful with this as a fund raiser. January, February or March would be the ideal months. Karin Fallon is looking for 8 host homes to start.

Communications Committee

Barbara Dobbin and the Consentino’s are working diligently on the campaign video. This will be in final form on October 4. Early viewing opportunities for the Board will be planned.

The Library Board meeting was adjourned at 9:40 pm.

Recorded and respectfully submitted,
Leslie Vuilleumier
Executive Assistant