

Ridgefield Library Board Meeting
September 24, 2012

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

Others present: Chris Nolan, Library Director; Mary Rindfleisch, Assistant Library Director; Rebecca Bryan, R. Bryan Associates, Development Consultant

Excused: Shane Casey; Marc Colamaria

Call to Order

Chairman Peter Coffin called the Board meeting to order on September 24, 2012 at 8:10 pm in the Leir Retreat Center.

Approval of Minutes

It was moved by Bob Whitton, seconded by Karin Fallon, that the minutes of the August 27, 2012 Board meeting be approved as distributed. Motion carried.

Chairman's Announcements

Chairman Coffin announced with regret that Patricia Tenney has submitted her resignation citing scheduling conflicts. Patricia worked diligently with Barbara Dobbin to secure and fit out the interim location. While Patricia's time with us was short, she has left a large impact. She remains available to us, but can't manage to attend the board meetings. We are very appreciative of her time with us.

Some discussion followed about filling this board vacancy.

Consideration of Additions to Advisory Board

Exceptional Board members who have resigned or completed term limits are sometimes elected by the sitting Board to become members of our Advisory Board. Most of these Advisory Board members are former board members or are community individuals who have been particularly supportive of our efforts. Cloris Pearson and Patricia Tenney are well positioned to receive this honor. It was moved by Philip Lodewick, seconded by Mary Smith, to ask Cloris Pearson and Patricia Tenney to join the Advisory Board. Motion was carried unanimously.

Annual Appeal/Annual Report

Bob Whitton informed the Board of the plan to do a joint mailing of the Annual Appeal and an Annual Report. Under his expert guidance, along with graphics and copywriter help, the result is a very segmented mailing that is very exciting. This Annual Report will be mailed to virtually every person and business in Ridgefield. Bob unfolded the Annual Report. Final details are being worked on. It is expected to mail in early November. As we are no longer having a Guardian Society event on October 19, the pressure to meet deadlines has eased somewhat. The other board members reacted very positively to the new concept.

Consideration of Designating Earning/Interest to the Capital Campaign

In reviewing material for the BoF report, it was decided that the Board should take formal action to apply the earning/interest from the early donations to the Capital Campaign to the project goal of \$15M. Original donations to the Capital Campaign go back at least 6 years. Originally, these monies were invested in the Balanced Index Fund at Vanguard. In 2010, it was decided that the Capital

Campaign money should be put into Money Market account at Vanguard so as to not risk donor's money. It was moved by Liz Kelly, seconded by Bob Whitton, to apply the earnings/interest while the monies were in the Balanced Index Account in the \$15M goal. Motion carried. (*Note: the total amount of said earning/investments is \$251K*)

Annual signing of the Conflict of Interest Policy

On an annual basis, the Board members review our Conflict of Interest policy. Every individual Board member is expected to sign this policy. The policies are kept on file.

Donor Confidentiality Statement

A new statement was brought to the Board for their consideration. Given the sensitive nature of some of the information that is dealt with during the capital campaign, it was felt that each member should sign this statement on confidentiality. These signed statements will be kept on file.

Audit

Work is proceeding for the Audit Committee to meet with Blum Shapiro to review the Financials on October 12. The Audit Committee is Bob Whitton, Chair, Mary Smith and Patricia Tenney will participate if her schedule allows.

Building Project Update

A brief update of the work going with the building was reviewed. The issue with the State Library Grant was resolved promptly after the last Board meeting. Our Owner's Rep, Robert Cavello, has indicated bid documents are being prepared, fencing will be installed, the project sign has been ordered and the contracts are being negotiated. The ceremonial ground breaking will be held on October 1 at 9 am. Several elected officials (Jim Himes, Toni Boucher, and John Frey) will be with us. They will be asked to speak on what the library means to me. In addition to those, our First Selectman, Rudy Marconi, Campaign Chair Philip Lodewick and Board Chair Peter Coffin will be speaking. Arrangements have been made for a fun event.

Adjournment

The Library Board meeting was adjourned at 8:35 pm.

Recorded and respectfully submitted,
Leslie Vuilleumier
Executive Assistant