

Ridgefield Library Board Meeting  
September 26, 2011

Present: Nancy Brandon; Matt Byrnes; Peter Coffin (Chair); Marc Colamaria; Barbara Dobbin; Rob Ellis; Karin Fallon; Liz Kelly; Philip Lodewick; Robert McKean; Cloris Pearson; Pat Tenney; Bob Whitton; Bill Wyman

Others present: Director Christina Nolan; Assistant Director Mary Rindfleisch; Executive Assistant Leslie Vuilleumier; Ann Jepson, President of the Friends

Excused: Mary Mann Smith

Call to Order

Chairman Peter Coffin called the Board meeting to order on September 26, 2011 at 7:35 pm in the Dayton Program Room of the Ridgefield Library.

Chairman's Announcements

Chairman Peter Coffin welcomed Matt Byrnes as Bob Payne's replacement.

Communication in the form of a letter has been sent to Hope Swenson's attorney. The Library's attorney advised to ask for a list of assets and we are awaiting a reply.

Governance Committee – Peter Coffin, Marc Colamaria, Carroll Brewster and Chris Nolan are looking for new members for the Advisory Board. This committee would like to add Lori Dowling, Melissa Buckwalter and Liz Montanari. Let the committee know of any other names to be considered.

Peter Coffin and Chris Nolan met with Mitch Ancona, Billy Craig and Marion Roth about getting businesses involved with the Campaign. It was suggested that the Library set up a Community Mural display in a vacant store in town during the Fall Festival on Oct. 15. Peter and Chris would like the Board members to volunteer for a two hour block of time and man the display, answer questions and hand out campaign literature.

Consent Agenda

A motion to approve the Consent Agenda, including the Activity, Campaign Operations, two Communications, Development, Executive, two Interim Operations and Referendum Reports was made and approved.

Friends of the Ridgefield Library

Ann Jepson, President of the Friends reported the Fall Book Sale will be held in the Yanity Gym this year. It starts Friday, October 21. They will be hiring 3 men and a truck to move the books from the bank to the gym. There will be no Member Preview party Thursday evening as in the past.

The Friends currently have 235 members signed up.

Another Silent Auction will be held this year. Rhonda Hill is the chair and there will be thematic items on display in the library near the Circulation Desk to bid on around Oct – Nov.

The Friends are starting a program called "Features with Friends" with a film being shown and discussion taking place afterwards. Two of the three movies are "Food, Inc." and "Alpha-Dog".

### Campaign Update

Work on an agreement for the sale of the Webster Bank building continues. The attorneys are working on the legal language of the agreement and defining the purchase price. A news release is drafted and ready to go when the agreement is finalized. This will be followed by setting a Referendum Date.

Fundraising continues with \$10.1Mil committed and \$2.55Mil for the bank property. Two fundraisers are scheduled – Dave Schneider’s event on October 12 and the Harford event on November 5 to pursue major donors.

To date there are 750 people that have contributed to the Campaign.

### Development Committee

Rhonda Hill – Friends member – has joined the Development Committee.

Sinatra in the Stacks – Fund raiser is scheduled for November 4 in the main portion of the library. The cost is \$75 per person for dinner and entertainment. The committee is looking for bartenders and a clean-up crew. Invitations are being printed and will be mailed to approximately 200 people. Additional invitations will be handed out within the library to all patrons.

Tables of Contents (TOC) will be held again this year in the early part of 2012. The committee has been set up and will start planning this soon.

A Parent Appeal Strategy meeting was held last week at Karin Fallon’s home and some great ideas and feedback resulted.

The Annual Appeal kick off this year will not be tied to a Guardian Society (GS) event. A different approach will be taken with the appeal mailing similar to Wilton Library’s fundraising mailing of two different colored envelopes – one for the appeal and one for the campaign. Board members are writing notes to a small group of “buddies” to be included with the Annual Appeal mailing. Notes should be completed and turned into Mary Rindfleisch by Friday, September 30.

Board Members were asked to sign up to speak at the beginning of a few Fall programs. A sign-up sheet was passed around.

### Referendum Committee

The Referendum Committee, Cloris Pearson, Karin Fallon and Mary Rindfleisch meet with the Elections Commission to go over the Referendum Guidelines. The guidelines were circulated to the Board and Cloris explained each item in depth.

### Communications Committee

Bob Whitton informed the board that the June 1<sup>st</sup> and Labor Day Mural Mailings were completed and they have exhausted their budget. He proposed an Advocacy mailing to approximately 3,500 households and 3 other informational referendum mailings to the same for \$30K. A motion to fund these mailings was made, seconded and voted as approved.

Bob Whitton suggested the Board nurture the Board of Finance and Board of Selectmen through the coming Referendum, Building Project and Budget(s) process using a Board spokesperson.

Finance Committee

Liz Kelly and her committee are working on a 3 year Operating Plan and reminded the Board the Library is committed to a flat operating budget. The Interim year's costs will be added. Cash flows over the next 3 – 5 years with borrowing & finance costs will be included. In October, the committee will begin working on the 2012- 2013 budget.

Payout of Defined Pension Benefit – The final amounts should be available in October and will come out of the Library Investments.

Adjournment

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

Recorded and respectfully submitted,  
Leslie Vuilleumier  
Executive Assistant