

Ridgefield Library Board Meeting
November 28, 2016

Present: Amanda Bergen, Secretary; Steve DeMatteo; Tom Gerhard; Magda Fincham; Rob Freeman; Alison Greeley; Woody Harford; Tizzie Mantione; Dean Miller, Chair; Gary Rapp, Treasurer; Bob Whitton, Vice-Chair; David Yaun

Others present: Chris Nolan, Library Director; Mary Rindfleisch, Assistant Director; Lauren Buberniak, Director of Development; Julie Yaun, Friends of Ridgefield Library; Leslie Vuilleumier, Executive Assistant; Liz Kelly, Search Committee Co-chair

Excused: Michele Booth; Matt Byrnes; Mary Mann Smith

Call to Order

Board Chair Dean Miller called the meeting to order at 7:30 PM in the Randolph Board Room at the Ridgefield Library.

Approval of Minutes

The minutes of the September 26 & October 17 Library Board meetings were approved with corrections.

Chairman's Announcement

On Sunday, December 4th the Library will be holding its "Toast to You" event to thank all of the donors. At this event, the donors will have a chance to meet the new Library Director, Brenda McKinley, to view the newly installed Helena Hermarck Tapestry and to applaud the Paccadolmi Award Recipients, Darwin Ellis and Ellen Burns, Theresa Miller and Julie Yaun. New magnetic Board nametags will be available to be used at all events starting with this event.

Friends Update

The children's book sale brought in \$6,000. The general sale also brought in \$6,000. There were 10,000 books left-over with 20 charities picking up books on the non-profit day. Julie Yaun attended the Friends of the Library Conference. On December 5, the Friends will hold their Holiday Party.

Finance Committee

A motion was made to change the 401K plan's fiduciaries from selected people to Board positions. The Board Treasurer and Library Director will be the fiduciaries. The motion was seconded, voted on and approved. The Library is looking to obtain Fiduciary insurance. The old Pension plan will continue until the gap of \$370K can be replaced by an annuity. For now, the old pension must be maintained and reviewed annually.

The budget process has begun. The Finance Committee will meet with First Selectman Rudy Marconi to discuss increases. Gary Rapp, Treasurer is anticipating the vote on the 2017-18 budget at the December Board Meeting.

The IRS Form 990 was reviewed by the Finance Committee and they voted to accept the draft as written. Gary Rapp moved that the Board accept the 990. It was seconded, voted on and approved.

The financial standings are ahead by \$50K. Investments were down in October but a surge in the market due to the election has brought the investments back again.

The 2015-16 audited financials are now available to Board Members. Bob Whitton requested a copy.

Development

The income amount of \$39,300 was reported. Laureen Bubniak, Development Director thanked the Harfords for hosting the Wild Game Dinner. Camp Snooze and LYL Day were very successful this year. The Appeal has brought in more than last year at this time.

This year Gala honorees will be Rudy and Sally Ruggles.

Communications

The Annual Report has been printed and will arrive November 29. It will be on hand at the Donor Social, scheduled for December 4.

In July 2016, the Communications Committee renamed the endowment as “Create a Legacy Today”. The Legacy Committee has expanded opportunities to participate in this by including sponsorships and LYL Day. The Legacy Committee will re-convene shortly.

Consideration of Development Charter Updates

The Development Charter was adopted in 2013. Copies of updates to this Charter were sent out to the Board. A motion was made to accept the updates. It was seconded, voted on and approved.

Library Store

Mary Rindfleisch explained the discount coupon being offered to patrons of 10% off a Library Store Purchase. This will be a Holiday incentive.

There being no further business, the meeting adjourned at 8:25 pm.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant