

Ridgefield Library Board Meeting
October 17, 2016

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

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

Excused: Matt Byrnes; Woody Harford

Call to Order

Board Chair Dean Miller called the meeting to order at 7:40 PM in the Dayton Program Room at the Ridgefield Library.

Approval of Minutes

The minutes of the September 26 Library Board meeting will be available at the next Board Meeting.

Chairman's Announcement

The Audit Committee as well as Library Director Chris Nolan and Financial Services Kathy Maher will be meeting with our auditors, Blum Shapiro, this week to go over the financials. The Audit Committee will report their findings and recommendation on this Audit. If they recommend approval, this can be done via an email vote.

An evening social mixer with the Friends of the Ridgefield Library will be held on October 26 at 6 PM. It will be in the Morris Building at 6 PM. Former Board Chairs, Carroll Brewster and Peter Coffin will be there. The Library will provide wine and appetizers. This is an opportunity to get to know the members of Board of the Friends. 100% of the Library Board members are Friends members.

Board Member Donor notes for the Annual Appeal should be written and returned to Laureen Bubniak as soon as possible.

A thank you for LYL day efforts to Laureen Bubniak, Connie Marsala and Mary Rindfleisch was given. Thank you to those who participated in the Roast of Chris Nolan.

An intergenerational reading with the High School seniors of the book, *One Flew Over the Cuckoo's Nest* will be held. Mary Rindfleisch would like some Board Members to join in the discussion groups at the high school with the students.

Friends Update

The children's book sale brought in \$6,000. The general sale is this coming weekend, October 21 – 24 with the 24th being non-profit day.

Search Committee Recommendation

Liz Kelly reported on the Library Director Search process to date. The field has been narrowed down to three people. On October 6 the 3 candidates made presentations to the Board. They met with the staff, FORL and Board members and finally with the Search Committee. On Friday afternoon the Search Committee agreed on Brenda McKinley from Newtown. She has experience, energy and enthusiasm. An offer has been made and accepted. A background check has been completed. Dean will be speaking to the Newtown Board Chair soon so an announcement on Wednesday may be publicly made. Liz Kelly will attend the Library Staff meeting to thank everyone for their input and to share the news of the new director with the staff first. The committee is planning to have an announcement in the Ridgefield Press this week. Brenda has been asked to join the December 4th donor social. A motion to approve hiring Brenda McKinley as the next Library Director was made by Bob Whitton, seconded by Rob Freeman. It was unanimously approved.

Consideration of Tapestry Gift from Local Artist

Library Director Chris Nolan asked the Board to consider a gift offered by internationally known local tapestry artist Helena Hernmarck. This is a 6' by 9' tapestry that, if approved, would hang in the main entryway on the wall with HOPE. This proposed gift is likely inspired because of Program Department staff member Laurie McGavin Bachmann's arranging, overseeing and executing various art programs here at the Ridgefield Library. This will be a permanent installation. The Board considered the various details and enthusiastically took action. A motion to accept the gift was made by David Yaun, seconded by Tizzie Mantione, and unanimously approved.

It is expected that this will be installed on November 18. The Library will showcase the tapestry at the December 4th Donor's Social and introduce the artist. .

Finance Committee

Elizabeth Cleary of Lefebvre Financial Services spoke to the committee about the 401k Retirement Plan for the employees of the Library. She discussed employee participation in the plan, fiduciary responsibilities and insurance. A recommendation was made that, going forward, the Board Treasurer and the Library Director become fiduciaries of this plan. Several questions were raised about fiduciary insurance. This will be explored. Current fiduciaries are a former Board Member and the Library Director, Chris Nolan.

The Library's budget is ahead of projected income. Investments have returned 1.9 percent to date. Recent staff turnover has affected the budget favorably

The Executive Committee did a performance evaluation of Library Director Chris Nolan. The findings were shared with the full Board in executive session. The Executive Committee recommended a compensation adjustment retroactive to July 1. This was put to a vote of the full Board and passed.

Development

LYL Day was a huge success in regards to activity and involvement in the community. The day brought in \$3,600. Rob Ellis is working to get a matching donor. There were 33 participants for the Adult Writing Contest, the children had 43. Story Pirates at the Ridgefield Playhouse showcased some of the children's stories.

Chris Nolan's Roast brought 250 people to the Ridgefield Playhouse to honor her retirement. Tribute donations of \$13,000 have been made and more are coming in daily.

The Wild Game Dinner at \$300 per person will be held on October 28. Reservations can be taken for up to 65 people.

The Annual Appeal is on schedule and will be mailed the first week of November.

Communications

The press release about the new Director to be hired has been drafted. The committee is working on the Annual Report draft.

Technology Committee

The newly formed committee is working on their mission. Some of the topics discussed are the timing of replacing equipment as it fails, cost saving strategies for the budget, back-up support for Anthony Cacciola to help with overload of work and cameras to be added to the teen room.

There being no further business, the meeting adjourned at 9:00 pm.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant