

Ridgefield Library Board Meeting  
April 29, 2015

Present: Shane Casey; Marc Colamaria (Board Chair); Rob Ellis; Liz Kelly; Philip Lodewick; George Nichols; Gary Rapp; Mary Mann Smith; Bob Whitton; David Yaun

Others present: Chris Nolan, Library Director; Mary Rindfleisch, Assistant Director; Laureen Bubniak, Director of Development; Leslie Vuilleumier, Executive Assistant; Rhonda Hill, Friends of the Ridgefield Library President

Excused: Amanda Bergen; Matt Byrnes; Woody Harford; Dean Miller

**Call to Order**

Board Chair Marc Colamaria called the Board meeting to order at 7:40 pm on April 29, 2015 in the Dayton Program Room.

**Approval of Minutes**

The minutes of the March 23, 2014 Library Board meeting were approved as written.

**Chairman's Announcements**

Board Chair Marc Colamaria reminded the Board to adhere to the time limits stated on the agenda when their topic is discussed.

He acknowledged the gala committee on their successful efforts of the event that occurred this past weekend, especially, Laureen Bubniak, Rob Ellis and David Yaun. The Board presented Laureen with a Chamber Gift Certificate to show their appreciation.

Marc met with Carroll Brewster, a former Board Chair to tell him that he is the Paccadolmi Award recipient for Leadership this year. Carroll is very honored.

Sadly, Matt Byrnes' father passed away recently.

**Library Director's Report**

A written report was passed out at the meeting and will be emailed. Chris Nolan announced the Library will remain opened until 11 PM on four nights for students studying for AP exams.

Some of the State funding for library services has been restored. Updates concerning further restored funds will be given to the Board. Chris asked that all write to the State's appropriation committee and express their concern to reinstate Library funds specifically to reinstate money to Connecticut Library Consortium. CLC is the agency that provides negotiated discounts for purchases of books, furniture, databases, etc. It also provides continuing education opportunities.

**Development Committee**

The Dashboard was not distributed this month. The Annual Appeal brought in \$7,200 for March. Monies raised for the operating budget are within \$10,000 of the Library's goal.

The net proceeds from the gala exceeded the forecasted goal by a wide margin. Discussion of pros and cons of the event took place and were recorded for next year's committee to consider. Laureen complimented the staff that worked so hard to transform the Upper Level of the Library for this sit-down affair honoring Nick and Anita Donofrio.

### **Endowment Team Report**

Liz Kelly updated the Board on the different phases of the Endowment Campaign the Library will undertake next. The planning team consists of the Executive Committee (Mark Colamaria, Dean Miller, Bob Whitton, Chris Nolan and Liz Kelly), Rebecca Bryan, Rob Ellis, Laureen Bubniak, Cloris Pearson and Rhonda Hill. They are in the process of documenting the message and purpose of the Endowment Campaign along with setting up a timeline for action.

### **Governance Committee**

Liz Kelly announced that three Board Members have completed their first term and are willing to re-new for a second three-year term. The motion was made by Philip Lodewick and seconded by Bob Whitton to extend Matt Byrnes, Shane Casey and Dean Miller to a second term. A vote was taken and passed.

Nine candidates were interviewed for four open Board positions for the next fiscal year. A motion was made by Philip Lodewick to approve four applicants, subject to the First Selectman – Rudy Marconi's approval, to join the Ridgefield Library Board beginning July 1, 2015. The motion was seconded by Bob Whitton and passed. Those names are: Barbara Safran, Magda Fincham, Michele Booth and Tom Gerhard. We will be assigning "board buddies" to assist in their orientation. These individuals will also be receiving a full orientation.

The Nominating Committee has announced next year's Board Officers to be voted on at the May Board Meeting. They are: Chair, Mark Colamaria; Vice Chair, Dean Miller; Treasurer, Gary Rapp; and Secretary, Bob Whitton.

Liz discussed the results from the Board's Self-Assessment completed earlier this year. Some things that came out of this include that we be mindful of keeping the meetings moving along by reading the materials in advance—use the board time for decisions and input. Another item is to make sure to make a strategic plan review a part of each board retreat. Improve communications with the BOS and BOF.

### **Finance**

Gary Rapp discussed the IRS form 990. Prior to the Board review, the Finance Committee has had an opportunity to go over this. The Finance Committee recommends approval of this. Liz Kelly made a motion to accept the IRS form 990 as presented. Seconded by Gary Rapp. It was voted on and approved. This document is prepared annually by Reynolds and Rowella.

The Finance Committee took action to re-finance our line of credit at a lower interest rate.

### **Emerging Trends**

Bob Whitton announced there will be two speakers at the next Board Meeting on May 18, Vlahos and John Patrick. They will speak first followed by the Board meeting.

**Library Merchandise Update**

Mary Smith and George Nichols discussed their ideas of creating a Library Store to sell Library related items with and without our logo. A motion was made to approve establishing a Library Retail Store and to apply for and obtain a Sales Permit. The motion passed.

**Grants Under Consideration**

Mary Smith made the motion that Christina B, Nolan, the duly appointed Library Director is empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for an LSTA grant in the category of service to young adults. Bob Whitton second it, a vote was taken and the motion was passed.

**Friends**

Rhonda Hill reported that the Friends will be having 2 book sales on back to back weekends. The weekend of May 1 and 2 will feature children's materials and it will be in the Lower Level hallway plus a portion of the book sorting room. The following weekend will have adult books and will fill both the program rooms. More volunteers are needed. Julie Yaun has done a wonderful job working on disposal of leftover items.

In April, the Friends hosts a celebration of Ann Jepson's life and poetry appreciation. This was very well attended and much appreciated.

On June 7, between 2-3:30 pm, Stephen Collins will be doing a presentation featuring Irish Poets.

With no further business, the meeting was adjourned at 9:40 pm.

Respectfully submitted,  
Christina Nolan  
Library Director