

Ridgefield Library Board Meeting
August 22, 2016

Present: Amanda Bergen, Secretary; Michele Booth; Steve DeMatteo; Tom Gerhard; Robert Freeman; Alison Greeley; Tizzie Mantione; Dean Miller, Chair; Gary Rapp, Treasurer; Mary Mann Smith; David Yaun

Others present: Laureen Bubniak, Director of Development; Chris Nolan, Library Director; Mary Rindfleisch, Julie Yaun, Friends of Ridgefield Library; Leslie Vuilleumier, Executive Assistant

Excused: Matt Byrnes; Magda Fincham; Woody Harford; Bob Whitton, Vice-Chair

Call to Order

Board Chair Dean Miller called the Board meeting to order at 7:35 pm on August 22, 2016 in the Dayton Program Room at the Ridgefield Library.

Approval of Minutes

The minutes of the June 27, 2016 Library Board meeting were approved as presented.

Chairman's Announcement

Dean Miller, Chair reminded the Board of the upcoming Board Retreat on September 26, 4 – 8:30 PM at the Leir Retreat Center. At that time, Mary Rindfleisch will go over the FY 2015-16 Activity Report. Make note that the October Board Meeting is on the 17th not the 24th. At this meeting, the new Library Director candidates will be announced. A Board Member Photo sheet was distributed. Replacement pictures can be sent to Leslie Vuilleumier. The Development and Donor Confidentiality and the Conflict of Interest statements will be emailed to be signed by the Board and returned to Leslie V.

Director's Report

There is no formal report this month. Chris Nolan wanted to announce two new hires: Teen Librarian, Erica Gauquier and Adult Services Part-time Librarian, Rachel Leff.

Finance Committee

There was no Board Meeting in July, hence the June financials were not available. The Board will discuss last FY at the Retreat in September. Gary Rapp, Treasurer is looking to see positive returns on the Library's investments in the future. Kathy Maher and Chris Nolan are working on slight modifications in the budget based on data from last FY. This will be brought forward to the full board. The Development Committee will meet with the Finance Committee twice this FY to adjust any goals of Development if needed. Anyone is welcome to attend the Finance Committee meeting. Currently, the audit is in progress and should be completed around October – November.

Friends of the Ridgefield Library Report

Julie Yuan reported Internet Sales have surpassed book sales this past calendar year. The Friends made \$900 at Summerfest. The return of the Joint Board (Library and Friends) mixer

will be scheduled soon with the Library as host. The Friends would like to talk with Dean Miller, Library Board Chair about ideas before prior to the new Library Director starting.

Chris Nolan asked that all Board Members renew their FORL Membership.

Employee Handbook

Discussion about the Employee Handbook brought two items to light – the footer date is incorrect and will be changed and the Town Agreement percentage supporting the operating budget will indicate that “Historically” it has been 75%. A Parental Leave section has been added to cover both mom or dad getting 4 weeks of paid leave upon a birth or adoption of a child. A vote to accept the Handbook was taken and passed with those changes.

Consideration of Policy Update

A motion was made to change the Section 3 c of the Study Room Policy to read – “There is no charge for drop-in usage by an individual or group, but when available room use is only guaranteed for one session of one hour per day. This can be extended if the room is available at the end of the first hour (up to a maximum of 4 hours in any one day) but must be vacated immediately if someone else wants to use the room.” A motion made to accept this change was passed.

Search Committee Update

With one week left to apply for the Library Director position, there have been 33 applicants of which 25 are qualified. The next step is to make all of this information available to the Search Committee by the 2nd week of September. In mid-September, interviews via Skype will take place and on October 6th, the Board will meet the three top candidates. Further updates will be made at the Retreat.

Development Committees

The Development Committee will be meeting in September but not on the previously scheduled date of 9/15. The Committee is looking for new members outside of Board Members. Let Mary Mann Smith know of anyone interested.

The two big fundraisers this year are the Gala and the Annual Appeal. All Board Members are asked to each write 75 notes on Appeal Letters to help personalize the request.

The Gala Committee meetings start on Tuesday, August 30 at 2 PM. The first meeting will select the honorees.

Outreach Events – The Guardian Society Thank You was scheduled for 9/25 with Brunch By the Bite 11 am – 12:30 PM but will be possibly combined with a Donor Social tentatively scheduled for Dec 4, the Sunday of the Holiday Stroll Weekend. The Paccadolmi Awards could be presented at this event also. Wild Game night is in the works (date to be determined) with a possible Poker Night being looked into. Ladies Paint Night was so successful; the Committee will be scheduling others like it.

Love Your Library (LYL) Day is on October 1. The Board was given car magnets to promote the event for the next 30 days. Flyers will be posted throughout town. The day of, special bookmarks will be passed out at various town events. Ridgefield Magazine has an article about the event in their August's issue. Lauren is looking for as much help as possible for October 1 – LYL.

Story Pirates has 33 submissions to date with Adult writing having 9.

The “Roast” for Chris Nolan will be held October 5. Tributes by the Board Members are being accepted to appear in the Program. A motion was made for the Board Members to take the inside cover as their tribute. Amanda Bergen will script and submit it by September 10.

Monies raised in FY 15-16 were \$438,000.

State Delivery System/RidgeCon/Steam

The State Delivery System has provided a much reduced delivery system. They are looking at a variety of options. Each Library has been asked to sort out returns by library. Requests can only be on items 6 months or older. The Libraries have been asked to allow a patron only 5 simultaneous holds in total. Ridgefield Library will allow our patrons to request as many items as they wish. We will notify our patrons of the twice a week delivery now, instead of daily.

Mary Rindfleisch passed around the program distributed at RidgeCon. A record number 1,400 people came through the doors that day dressed for CosPlay. There were lots of teens and many more participation things to do this year. It was a huge success.

A flyer with information about the STEAM conference coming up was passed out. This takes place the weekend of September 16 – 18 at the Aldrich Contemporary Museum of Art and the Ridgefield Library.

There being no further business, the meeting adjourned at 9:12 pm.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant