

Ridgefield Library Board Meeting
August 25, 2014

Present: Amanda Bergen; Matt Byrnes; Shane Casey; Marc Colamaria (Board Chair); Rob Ellis; Woody Harford; Liz Kelly; Philip Lodewick; Dean Miller; 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; Anthony Cacciola, Network Administrator; Rhonda Hill, Friends of the Ridgefield Library President

Excused: Lorraine Mellon; David Schaffer

Call to Order

Board Chair Marc Colamaria called the Board meeting to order at 7:50 pm on August 25, 2014 in the Dayton Program Room.

Approval of Minutes

The minutes of the June 23, 2014 Library Board meeting were approved as corrected.

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Chairman's Comments

Chair Marc Colamaria welcomed the incoming board members who were in attendance: Amanda Bergen, Gary Rapp and David Yaun.

Since the new Library opened its doors, approximately 800 new library cards have been issued including renewals.

The Board was reminded of the Board Retreat on September 29 at the Leir Retreat Center starting at 4 PM.

A general announcement was made by Bob Whitton directing us to the mention of the “beautiful new library” in the Parade supplement to the Sunday News Times in reference to beautiful Main Streets across America.

Library Director and Assistant Director's Update

The Library Director's report and the updated Committee list were passed out.

Mary Rindfleisch passed out information on the Big Read to be held in Ridgefield this fall concerning this year's choice – *The Great Gatsby*. Check out the Library's website for all of the details on events scheduled for the Big Read. The Activity Report which has been distributed in the past is now being revamped with new statistics added due to the new building's technologies and more available information.

Staff Spotlight

Anthony Cacciola, the Ridgefield Library's Network Administrator updated the Board with his responsibilities and role in the new building. He passed out a 4-page list of software used in this building—the items bolded are those that are new since moving into this building. Anthony is a one man show purchasing and installing all of the computers (which he built before moving over to the new building), getting them connected to the server and ready for use by patrons and staff. He monitors all of the in-house software; he is the primary contact for Bibliomation in Connecticut; he oversees any computer problem (hardware and software) and the sorting machine in the book drop room. Anthony will be involved in the installation of the new Payroll software and time clock that is being installed in October for the Library staff. He also is the back-up to Leslie Vuilleumier, Facilities Manager.

Friends Update

Rhonda Hill, President of the Friends shared with the Board the following: the Friends have conducted tours for over 400 people through June, the Internet sales location has moved from 440 Main Street to their new room in the rear of the Children's area in the new building, they broke their record for number of books sold in July and have made \$47,000 YTD on Internet sales, the Friends Book Sale is October 24 through 27, and the Ridgefield Friends were awarded the Friends of CT Library Award.

Building Budget Overview

Dean Miller passed out an updated breakdown of the finances for the Capital Campaign to date, along with a projection going forward. He reminded the board that in October 2016, the Library will be responsible for starting to pay down the loan that was taken to cover the remaining costs associated with the Campaign.

Marketing Initiatives Update

Woody Harford spoke on the budget for advertising with Alexander Isley. There was a limited amount of money directed to the opening launch marketing. Many of these initiatives have been very successful in driving folks to the new building and expanding our target audience. Of the allocated money, only \$8K remains. Some of this has been dedicated to advertise on the commuter rail lines in connection with commuters utilizing library resources during travel time. There are many other marketing areas we may elect to embark on—one area is a re-vamp of the website (improved navigation, easier updating, access via cellphone, etc)

Consideration of Policies Related to 3D Printing

The 3D Printer and Liability Waiver of Agreement policies were reviewed. Signed copies by 3D users would be kept on file for one year. Board members were asked to make suggestions for any updates and email them to all for a final agreement.

Conflict of Interest Policy

Board Members were asked to sign the Conflict of Interest policy forms and return to Chris Nolan. The forms are signed annually and kept on file.

Donor Confidentiality

Blank Donor Confidentiality forms were passed out to all Board members and returned signed to Chris Nolan. The forms are signed annually and kept on file.

Finance

The audit is not complete as of this date. The firm conducting the audit has new people this year and it is anticipated to take a little longer than usual. The unaudited figures show that the Library's results were close to its budget for the year.

The Library moved their unrestricted investments to two separate financial institutions at the end of June 2014.

The Investment Policy reviewed at June's meeting was brought to the full Board for a motion by Rob Ellis, seconded by Liz Kelly, voted on and approved.

Development and Gala

The Development Report Summary was passed out by Rob Ellis and Laureen Bubniak for the Board's review. The committee will focus on getting more Business Partnerships this year.

The committee has approached a local person with national prominence to be the honoree at this year's Gala. We expect to hear back shortly.

Two requests of Board Members were made: Laureen Bubniak is looking for Members to speak at the beginning of the Library programs during September to December to encourage donations and alert them to the upcoming Annual Appeal. She also asked for help in making thank you telephone calls to large donors.

The Raised to Date figures for the Capital Campaign were distributed.

With no further business, the meeting was adjourned at 9:45 pm.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant